

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Requisition Processing Priorities
Procedure No.: PP-170

Approved by:
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I. Purpose

To establish guidelines for the timely processing of purchase requisitions.

II. Scope

This procedure applies to all purchases.

III. Procedure

It is vital to a smooth-functioning organization that purchase orders be processed in a timely fashion. The following guidelines are established to aid Buyers in establishing priorities:

1. Rush orders: process as soon as possible. (Order entered into system).
2. Operations orders: process within 36 hours. (Order entered into system).
3. Inventory orders: process within 3 days. (Order entered into system).
4. Orders offered to vendors to bid: process within 5 working days. (Request for Bids mailed within 5 days)
5. Annual contracts: process within 15 working days. (Request for Bids mailed within 15 days)

All delays that significantly exceed these processing guidelines are to be discussed with the Director, Procurement and General Services.