

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Rush Procedure
Procedure No.: PP-280
Date: 6/5/96
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I. Purpose

To establish a procedure to accommodate "Rush" requirements.

II. Scope

This procedure applies to all purchases.

III. Procedure

From time to time it is recognized that requirements will arise whose urgency will dictate immediate processing. In such cases, the completed requisition is to be hand-carried to the Purchasing Department and stamped with the "Rush" stamp and handed to a Buyer. The exact time by which the material is required must be noted on the requisition.

Every effort will be made to process "Rush" purchase requisitions immediately. If, for any reason, the Buyer has difficulty meeting the time requirement, Buyer will promptly consult with the requester and will notify the Purchasing Agent.

It should be noted that every effort should be made to minimize "Rush" transactions.