



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
3**

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SUBJECT

PURCHASING

SUB-TOPIC

ANTICIPATING NEEDS

The average amount of time required to process a routine request from the time a purchase requisition is received and encumbered until an order is placed with a vendor is as follows:

Orders not requiring bidding - 2-4 working days

Orders requiring informal (telephone) bidding - 3-7 working days

Orders requiring formal (written) bidding - 13-20 working days

Orders requiring bidding by General Services Commission (Open Market) or orders with a value of \$25,000 or more (posted to Texas Marketplace) - 30-60 days

Purchase requisitions can be processed in less time, but the special handling required to reduce the procurement cycle greatly increases the cost of processing a purchase requisition.

The requestor can assist the University in reducing purchasing procedural costs by adequately anticipating needs and placing orders well in advance of required delivery dates. The Purchasing Card should be used whenever possible to reduce the processing costs for small dollar procurements.