



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
3

PAGE
E2-150.0

SUBJECT

PURCHASING

SUB-TOPIC

EXPEDITING PROCEDURES

STATE CONTRACTS: Accurate records of purchase order delivery dates are maintained and continually updated by the Purchasing Department. If merchandise is not received within thirty (30) days from the date the purchase order was written (unless otherwise stated on the purchase order) by the General Services Commission, a "delinquent delivery notice" is sent by Purchasing to both the vendor and General Services Commission. A second "delinquent delivery notice" is mailed to the vendor and General Services Commission if merchandise is not received within fifteen (15) days from the date the first notice was issued. Upon receipt of this second notice, the General Services Commission will verbally contact the vendor demanding prompt action.

If satisfaction is not received, the General Services Commission may take measures to purchase the merchandise elsewhere, with any price differences and handling costs charged to the defaulting vendor.

Only the General Services Commission has the authority to cancel purchase orders issued by the Commission.

STATE FUNDED ORDERS (NOT STATE CONTRACT): These orders are expedited as described for Purchase Orders - Local.

PURCHASE ORDERS - LOCAL: Accurate records of purchase order delivery dates are maintained and continually updated by the Purchasing Department. If merchandise is not received within a reasonable time after the stated due date, the requisitioner may contact the Expediter (Ext. 2300) and request current status of the order. The Expediter is responsible for following up on all orders placed to ensure goods and services are delivered as and when ordered.