



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
2

PAGE
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SUBJECT
PURCHASE ORDERS

SUB-TOPIC

CORRECTIONS ON PURCHASE ORDERS

It is imperative that the requisitioner review his/her copy of the purchase order for accuracy as soon as it is received from the Purchasing Department. If a discrepancy exists between the purchase order and what was requested, notify Purchasing (Ext. 2300) **immediately** so corrective action may be taken.