



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

PURCHASE ORDERS

SUB-TOPIC

PURCHASE ORDER SUBSTITUTIONS BY A VENDOR

If a vendor is unable to supply merchandise originally contracted for, but offers to substitute products of equal quality for the same price, he must submit this request to UTD Purchasing or the General Services Commission, depending upon funds used to make the purchase. If the substitution is approved, the requisitioner will be notified.

When merchandise is received, the requisitioner should immediately inspect it for order specifications. If the requirements are not fully met, Purchasing should be immediately contacted and the order rejected by the requisitioner.

The Purchasing Department will promptly notify the vendor, both verbally and in writing, of the rejection and request immediate replacement with merchandise meeting specifications. If funds held by the State Treasurer were used, a copy of this notification will be forwarded to the General Services Commission for future reference.