



**Title: Maintaining Requisition To Purchase Order/Change
Order Report Log - Commodity Service Assignments**

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- I. Purpose To provide guidance in maintaining the Requisition To Purchase Order/Change Order Report Log (Log) at the Receptionist desk and commodity service assignments.
- II. Scope These guidelines apply to all Office of Purchasing personnel, particularly the Office Assistant at the Receptionist desk, in using the Log for receipt and distribution of all requisitions received via courier, fax, or at the printer (PUI) to the correct commodity service section; and for Requisition sign-off by the Purchasing Manager.
- III. Responsibility
- A. All requisitions, no matter who they come to or how they come into the Office of Purchasing, shall be logged in on the Requisition Log To Purchase Order/Change Order Report where specific information is logged in at the Central Answering Position. This shall assure a single source of information, which will confirm the conditions under which all requisitions are received in this office and provide a first line of customer service on inquiries regarding the status of their requisitions. The specific blocks to be entered by the Central Answering Position receptionist are requisition or change order numbers (Consecutive Ordering) date received, client department, vendor name received (OA's initials) and * Purchasing Supervisor.
- * **NOTE:** If the Purchasing Supervisor is on leave then the block is left blank. Only enter the Agent assigned to the requisition.
- B. The procedure for receipt and distribution of requisitions is as follows:
1. Office Assistant at Central Answering Position receives/time-stamps requisition(s) and initials.
 2. Block Stamps
- NOTE:** Requisitions processed the same day will be recorded as one (1) processing time exceeding standards (ES)
3. Copy Requisition and File
 4. Forward to Commodity Team Supervisor according to Commodity/Service Assignments List on the Office of Purchasing Web Page.
- Requisitions received which are not covered on the Commodities and Services Team Assignment List shall be reviewed by the Purchasing Manager, to determine the proper team assignment. The Office Assistant will then forward the requisition to the assigned team supervisor for processing.
- This should reduce the duplicate processing of one requisition by each team and further enhance commodity and service assignments.
5. The Purchasing Manager's Office Assistant shall print the weekly Log and provide to the Purchasing Manager no later than, 4:00p.m. on Friday for his review.