



Board of County Commissioners
Office of Purchasing
Title: Requisition – Processing Priorities

Effective Date: 12/6/01 Supersedes Date: 6/10/99

Procedure No: PP-031

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I. Purpose:

To establish guidelines for the timely processing of purchase requisitions and provide the highest level of customer service.

II. Scope

This procedure applies to **all** purchases.

III. General

A professional procurement organization provides smooth, efficient and timely service in the processing of purchase requisitions. Therefore, these guidelines are established to assist the client departments and purchasing agents in establishing priorities.

PROCESSING TIME (Working Days)

<u>No. Days to P.O.</u>	<u>Type of of Requisition</u>	<u>Number Days to Solicitation Release</u>	<u>Type of Requisition</u>
1. Same Day	Emergency	4. Five (5) Days	Informal Bid Contract Release (i.e., J.O.C.,Etc.)
2. Three (3) Days.	Contract Release, Re-budget, Direct Purchase.	5. Ten (10) Days	Formal Bids (i.e. IFBs, RFPs, RLI's).
3. Five (5) Days.	Stock/Inventory Requests, Informal Bids (i.e. Telephone, Fax, RFQs).		

IV. Procedure

- A. Requisitioners shall submit a complete requisition as generally outlined in the "Requisition Procedure" No. PP-030. Requisitioners please consider the processing priorities and submit requisitions in a timely manner.
- B. Incomplete Requisitions – The Office of Purchasing will return any purchase requisition that is incomplete, unsigned, or signed by an unauthorized person.
- C. Electronic Requisitions – Client departments that have the Tresun Department Module are required to transmit all their needs via electronic requisition. A follow-up paper requisition with attachment(s) is acceptable to facilitate the additional information.