

WALTON COUNTY BOARD OF COUNTY COMMISSIONERS

Office of Central Purchasing

Procedure No: PP-006

Title: Requisition - Processing Priorities

Effective Date: March 25, 2008

Revised Date: September 3, 2008

I. Purpose:

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

II. Scope:

This procedure applies to 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.

- A. Emergency Requisitions.....Process the same day
- B Maintenance, Repair and Operation Requisitions.....Process within 24 hours
If the Requisition is delayed, the Department will be notified of the reason
- C. Stock/Inventory Requisitions.....Process and deliver within 48 hours
- D. Informal Bids, such as:
Telephone/fax quotes.Process within one (1) week
- E. Formal Bids/Proposals, such as:
Invitation to Bid, Request for Proposal, Request for Qualification, Request for Letters of Interest.....Process into solicitations within two weeks

Requisitioners shall submit a complete requisition as generally outlined in the Purchasing Requisition Procedure.

Requisitioners please consider the processing priorities and submit requisitions in a timely manner.

The Office of Central Purchasing will immediately return any purchase requisition that is incomplete, unsigned, has insufficient available funds, or is signed by an unauthorized person.

Departments that have the capability of issuing requisitions electronically are required to do so. A follow-up paper requisition with attachment(s) is acceptable to facilitate the additional information.