



# POLICIES & PROCEDURES

NUMBER PP 602-B

SECTION: PURCHASING	SUBJECT: Procedure- Order Non-Program M&S
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**SPP No.:** 602-B

**Section:** Purchasing

**Subject:** Procedure- Order Non-Program M&S

**Approved By:** Tony Massey

**Effective Date:** December 21, 2021

**Last Reviewed Date:** December 21, 2021

**Policy Owner:** Senior Director of Purchasing

A Service Center may need to order M&S which is not part of the normal material rotation. Often these items are not available in Microsoft Dynamics 365 (D365). This requires the requisition process to be completed on paper.

## FILLING OUT THE PURCHASE REQUEST FORM

The following is the procedure for filling out the Purchase Request form for non-program materials and supplies.

- In the upper right section of the form is the RO/EPO box. Indicate the order is an Emergency Order (EPO).
- **To:** - Enter the vendor's name. If you do not know, leave blank.
- **Ship To** - Enter the Service Center delivery address (Do not use post office box addresses).
- **P.O. Date** - Enter the date you are filling out the form.
- **Service Center #** - enter the 3-digit Service Center number (include any leading zeroes).
- **Date Requested** - enter date you originally requested the product(s). This is generally the same date you fill out the form.
- **Date Needed** - when you need to have the product(s) arrive at the Service Center.
- **Attention** - Print the name of the person receiving the order.
- **Qty** – Enter the number of units required (i.e. 1 case, 15 bags, 3 boxes, etc.)
- **Description** - Describe the product in detail, including container size (i.e. Extinguish Plus Fire AntBait 25 lb. bag).
- **Unit Price and Total columns** – Leave blank. The Purchasing Department will fill in this information.
- **Authorized Signature** - *The EPO will not be processed without the General Manager's signature.*
- Scan and email to the Corporate Purchasing Department.
- Administration will make a copy of each Purchase Request and place it in the Purchasing Suspense file.

Example: Completed EPO for non-program materials.

APPROVED BY: Tony Massey	EFFECTIVE DATE: December 21, 2021	Page 1 of 2
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