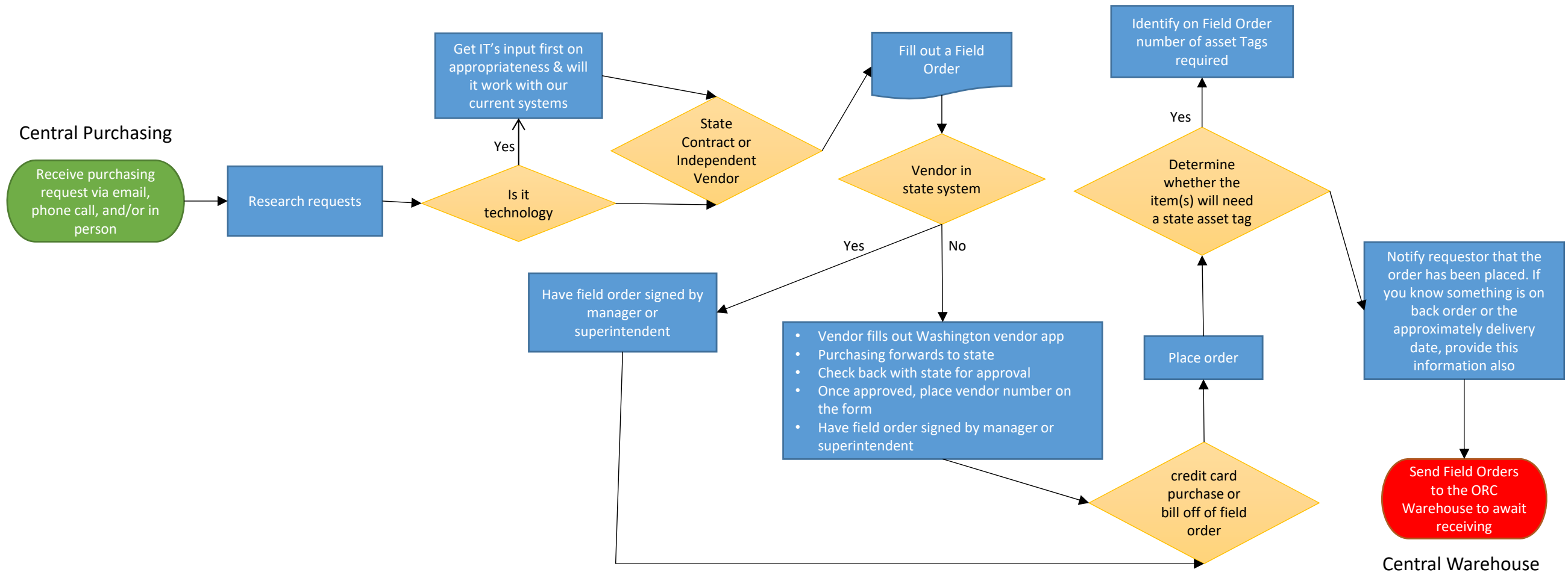


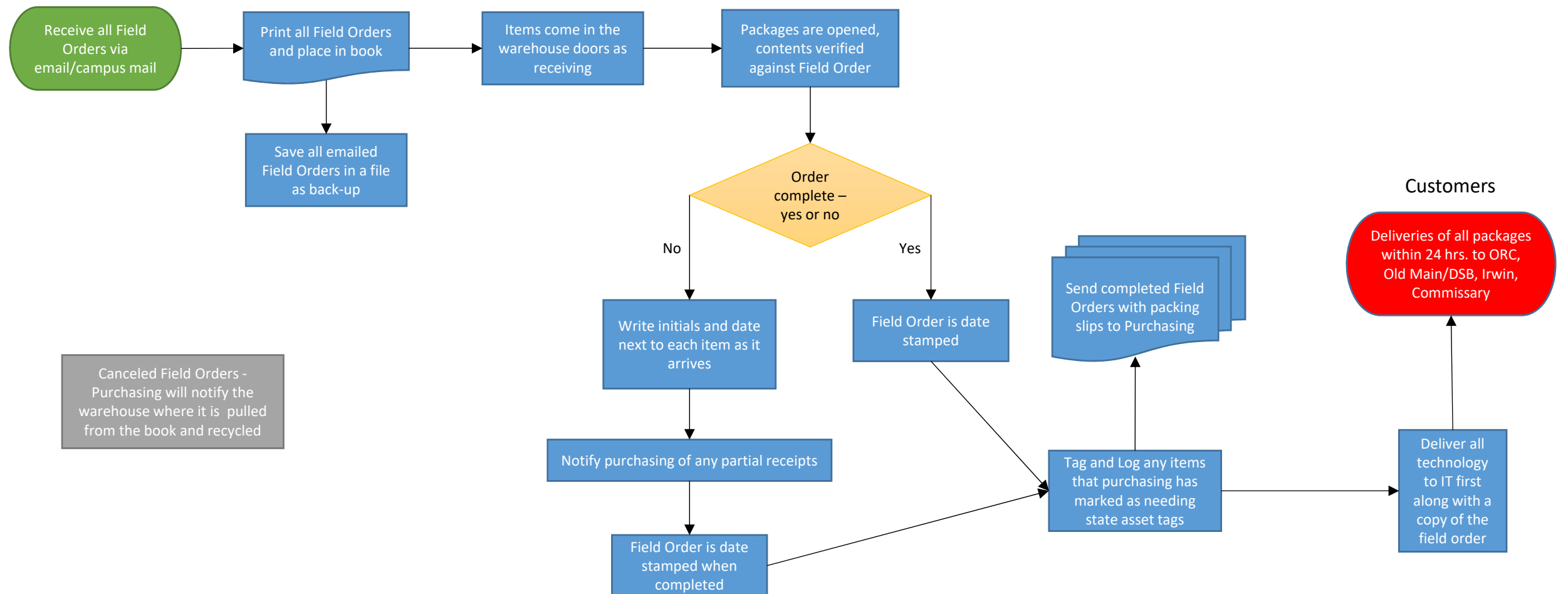
Purchasing / Receiving / Delivery Process Flow



Purchasing / Receiving / Delivery Process Flow cont.

Central Warehouse

*Warehouse is open 5 days a week to receive orders

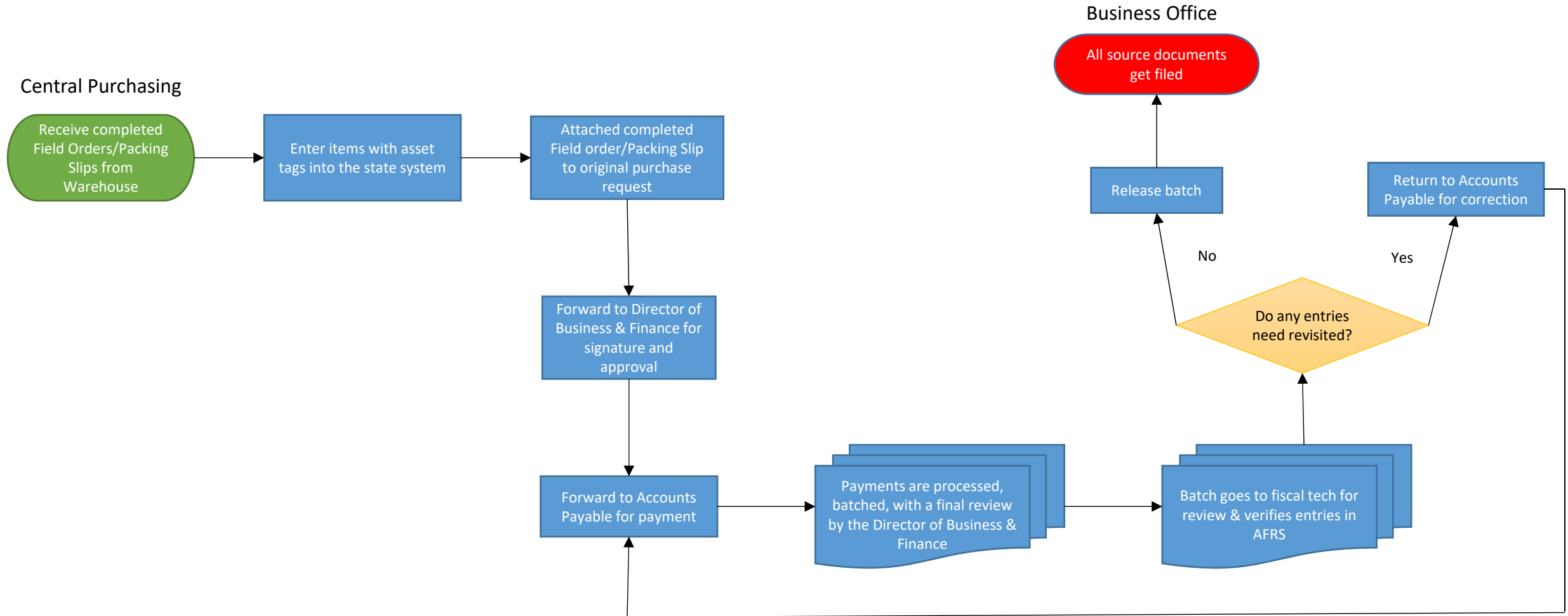


Canceled Field Orders -
Purchasing will notify the warehouse where it is pulled from the book and recycled

Customers

Deliveries of all packages within 24 hrs. to ORC, Old Main/DSB, Irwin, Commissary

Purchasing / Receiving / Delivery Process Flow cont.



Purchasing / Receiving / Delivery

(Central) Purchasing Process

Asset

Receiving Process

Delivery Process

- 1 - get request
- 3 - create field order
- 5 - place order
- 6 - send to Ian / Comissary
- 4 - field orders signed by Managers
- 2 - research requests

- FO by email
- print them / save files
- put in book
- box comes in door
- Stamp FO w/ date
 - verify complete
- Send to Amanda → gets attached to original order and moved to payables
- tag items w/assets according to purchasing

- \$ once a day (2 pmish)
- Old man / DSB, Irwin

- credit cards issues
- 1 person purchases

- 5 day receiving

FO w/ ~~credit~~ card purchase

- what gets asset tags