

Procurement Planning Guide

This guide is provided to help you plan your purchases. Due to the legal and policy requirements placed upon the University by Commonwealth and the State System of Higher Education there are time constraints that must be recognized when planning procurements. This guide is intended to help you determine an approximate amount of time that will be required to process a purchase.

1. Determine the type of purchase you will be making (advertisement, commodity, or service) and approximate the dollar amount. Read across the top row of the Spreadsheet. Select the column that applies to your purchase.

	Commodities			Services				
Advertisements	>\$500 to \$5,000	>\$5,000 to \$19,400 (a)	>\$19,400	<=\$5,000	>\$5,000 to \$19,400 (a)	>\$19,400 to \$20,000	>\$20,000 to \$50,000	>\$50,000

2. The white rows in the first column of the spreadsheet represent milestones for tasks that must be completed to process the order. Read down the column selected in step one where the rows of tasks intersect with the type of purchase selected the approximate amount of time needed for the task is listed.

Enter Requisition	1	1	1	1	1	1	1	1	1
Requisition Approval	1	0	1	1	0	1	1	1	1
Assign Requisition to Purchasing Agent	1	1	1	1	1	1	1	1	1
Human Resources - Approval	1	0	0	0	0	0	0	0	0
University Relations - Development & Review	10	0	0	0	0	0	0	0	0
Develop RFQ	0	0	0	10	0	0	10	10	10
Vendor Response to RFQ	0	0	0	14	0	0	14	14	30
Negotiate with Vendor	0	2	2	7	7	7	7	15	30

3. The colored rows that intersect with the type of purchase depict the total approximate amount of time required for the purchase.

Total Days Required to Process	19	5	6	36	11	26	51	13	168
A/P Check at Time of Procurement (b)	26	12	13	43	18	33	58	100	175

Note there are special rows if an RFP will be used in place of an RFQ. Accounts Payable checks at the time of purchased require an additional seven days to process. Labor and Industry permits when required take approximately eight weeks to process.

Procurement Planning Guide

[illegible]