After hours/weekend emergency

- Dept. contact vendor for material or service
- Next business day foreman calls Procurement for Rush Order (RO) #
- Foreman provides RO # to vendor to include on invoice
- Invoice Received by Dept.

- Dept. sends invoice to Procurement
- Dept. submit purchase req. with notes on emergency, RO# and that invoice received and forwarded to Procurement
- Invoice Received by AP

- Material/Service?
  - Material
    - Procurement issues PO
    - Procurement sends invoice to AP
    - End
  - Service
    - SPOA exist?
      - Yes
        - Procurement issues PO, adding ref to 47#
      - No
        - Procurement issues PO