Rush Order (RO) Process
Revised: 12/10/2014

1. Requisitioner calls Procurement for RO #
   - Within Pcard $ limit
     - Requisitioner orders via Pcard (no RO # required)
       - Material delivered
         - End

2. Procurement screens:
   - Emergency?
   - Vendor accepts Pcard?
   - Lead-time?
   - Delivery method?
     - Requirement can be filled within normal PR to PO cycle time
       - Requisitioner enters PR
         - Procurement issues PO (no RO)
           - GR
             - Invoice
               - End

3. True emergency?
   - Procurement accesses emergency log on U: drive
     - Provides RO # for requisitioner
       - Is material to be delivered to Receiving?
         - Yes
           - Receiving looks up RO# on log
             - Invoice received by end user
               - PR with RO # reference
                 - Invoice to Procurement
                   - PO (No GR)
                     - Invoice to AP
                       - End
         - No
           - Req. picks up or vendor delivers to end user
             - End

RO → Rush Order
PO → Purchase Order
GR → Goods Receipt
PR → Purchase Request
AP → Accounts Payable