EXPEDITING

A. It is the responsibility of the purchasing department to ensure that materials and services are delivered by the dated indicated on the purchase order.

B. On orders not received as promised, departments are to notify the purchasing department. Purchasing personnel will contact the vendor, obtain new delivery schedules, and notify the requisitioner. If the requisitioner no longer requires the materials or services due to late delivery, purchasing department personnel are to be notified and will contact the vendor to cancel the order.

ADMINISTRATIVE REGULATION

Approved: November 15, 1983