

Procedure for acquiring a purchase order # for equipment service agreements

1. The requester will create a purchase requisition and attach quotes including vendor contact information. Forward the completed requisition and quotes to the CMRC Senior Vice President and Chief Operating Officer for signature.
2. The requester will fax the entire packet to the Contract Manager at 880-6954 (x6954) or interoffice to mailbox 71.
3. The Contract Manager will review the terms & conditions and negotiate any revisions with the vendor.
4. The Contract Manager will obtain signatures from General Counsel personnel and the Materials Manager and return the packet of documents to the CMRC Senior Vice President and Chief Operating Officer for administrative approval.
5. Once approved, the CMRC Senior Vice President and Chief Operating Officer will return the packet to the CMRC Purchasing Satellite Agent for a purchase order number and processing with the vendor.
6. The Contract Manager will follow up with the vendor until a fully executed copy is obtained.
7. A fully executed copy of the agreement will be kept in the CMRC Purchasing Satellite Office and in the master contract file in the main Purchasing Department Office.
8. A notice will go out 90 days prior to the contract renewal date to begin the renewal process