The University of Scranton
Purchasing Policies & Procedures
Confirming Purchase Order
Purpose.
To identify the purchasing procedure relating to confirming purchase orders.
Scope.
This procedure applies to all University departments.
Background.
The issuance of confirming purchase orders by departments has long been recognized as a problem on
campus. The circumvention of the prescribed purchasing function has led to duplicate ordering and
improper execution in the placement of orders resulting in noncompetitive pricing. Since most
requisitions will be committed into purchase orders and mailed or faxed to vendors within twenty-four
(24) hours, the need for confirmation orders will be limited to extreme emergencies.
Procedure.
Confirming purchase orders can be issued only by Purchasing. In emergency situations, departments
should prepare a purchase requisition, fax, or hand carry it to Purchasing. Purchasing will prepare the
purchase order document generally the same day and fax the purchase order directly to the vendor.
For smaller dollar amounts and when authorized, departments should use limited purchase orders.
When a limited purchase order is placed by telephone, the order must be marked as confirmation and
mailed or faxed to the vendor no later than the next business day.