

Expedited Order Requests

Expediting Orders

Expediting is the process of attempting to secure a more rapid delivery than promised by a vendor on a purchase order. Whether a vendor accommodates a request to expedite a delivery is strictly at the discretion of the vendor. Contractually, the vendor is only required to meet the delivery schedule of the purchase order.

Follow Up on Orders

Follow up is an effort to ensure that the vendor understands that we expect timely delivery of an order and that the delivery schedule set forth in a purchase order will be met. It is the responsibility of the requesting department to follow up with the vendor if there are concerns about timely delivery, or to determine if expedited delivery is a possibility.

Express Delivery Service

eShip Global is an outbound delivery service on contract for use by UNT System departments. For more information, visit the [About eShip Global page](#) on the UNT System Business Support Services webpage.

Emergency Orders

An emergency is defined as the need of supplies and/or services by a department to the extent that if not purchased immediately, serious financial or operation loss will occur. Emergencies can be caused by breakdown of essential equipment, weather damage, sudden illness, epidemics, etc.

If you have such a situation, follow these procedures:

1. Obtain one phone bid.
2. Submit a requisition and follow [Rush Procedures](#).

Purchases over \$25,000:

1. Leave the vendor blank.
2. Mark the lines RFQ required.
3. List any suggested vendors that you have in Justification/Comments.
4. Submit an Emergency Purchase justification electronically.

The justification must include the following:

- the nature of the emergency purchase (hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the state);
- the cause of the emergency situation; and
- the estimated impact or damage either financial or otherwise that will occur by following normal procurement practices (general statements of loss or nominal damage are not acceptable).

Proprietary/Sole Source Products or Services

If the product or service is proprietary or proprietary/sole source, also electronically submit a [Proprietary/Sole Source Purchase Justification Form](#). The form requires Vice President or Vice Chancellor level approval for the submission as sole source or proprietary. The purchase method of sole source is not accepted/authorized until it has the approval signature of the Senior Director of Procurement Services or Director of Purchasing.

Rush Procedures

If your department has a situation when a product or service is needed immediately, yet it is not an "Emergency" order, the coordinator should add "RUSH" on the first line of the Justification/Comments section and include specific details such as when the product/service is needed, etc. If the time frame is very short, the coordinator should notify [Procurement Services](#) via the [Rush to PO Request Form](#).

The coordinator should also monitor the requisition in “Manage Requisitions” and call the approver if the requisition is not approved in a short time. The requisition will be a priority for the Buyer. See **Almost Emergencies**.

After-the-Fact Orders

An after-the-fact (ATF) order is one submitted to Procurement Services on any fund for goods and services that have already been received based on a request by a faculty or staff member prior to Procurement Services processing a purchase order. **Procurement Services** is obligated to make payment for goods and services only when they obligate the funds, by issuing a purchase order. Any other commitments are considered unauthorized purchases and the individual may encounter a personal obligation to the vendor.

After-the-fact purchase orders should be avoided on all funds. They are NOT allowed on state funds including HEAF and state-funded grants unless proper documentation has been provided and approved indicating that a prior written contract existed or a justified emergency existed. When special circumstances exist, departments should contact **Procurement Services** for assistance rather than placing orders without an authorized PO. An employee placing such an order may be held personally liable for the payment if the purchase order cannot be approved by Procurement Services. In emergency situations, employees may be eligible for reimbursement for some items personally purchased for the institution. See **Reimbursement to Employees (Non- Travel)** and **Reimbursement to DeptID/ProjID Holders (Non-Travel)**. The requisition must be submitted with an after-the-fact justification that explains the emergency situation that required purchase of the product/service without first securing a purchase order through Procurement Services. Include the justification in the Justification/Comments or add as an attachment. These purchases must meet all other Procurement Services requirements including, but not limited to, bid requirements; contract approvals; additional approvals such as for advertising, computer hardware/software, etc.; additional requirements such as for consulting; and funding restrictions.

Note: Due to tax implications, employees will not be reimbursed for payments to an independent contractor.

Proof of payment and documentation supporting the dollar amount of the expenditure must also be submitted with the requisition in order for reimbursement to be approved and for Payment Services to process the payment. Usually a paid invoice made out to the individual and not the institution meets this criterion. If the invoice is not marked “paid,” a copy of the employee’s check or credit card will be required by Payment Services.

Vendors should be aware that providing a good or delivering a service without a purchase order may delay their payments.

Confirming or After-the-Fact orders are tracked by Procurement Services and reported on a regular basis to the applicable Vice President for each university entity.

Almost Emergencies

In a situation when you need something immediately—yet it is not an emergency as defined in Emergency Orders, you may request “rush” handling. Departments should use the normal processing times described earlier as a guide to anticipate needs in advance so that these requests are kept to a minimum to allow the normal processing routine to function effectively. All orders with “rush” requests will be handled in as timely a manner as possible. To assist in the prompt processing of these orders, please ensure they meet all Procurement Services requirements when submitted. If you need assistance with one of these orders, please call Procurement Services at 940-369-5500 or toll free at 1-855-868-4357.