PO STOP AND GO

On the road to approval, there are roadblocks that might freeze your PO at the red light!	STOP	GO
My order is urgent! **What are the common Roadblocks?** **How do I get my PO issued as quickly as possible?**	● **Allowing less than 24 hours** for a PO to be issued – if **terms must be negotiated** this may not be possible. Don't wait! **After the Fact (ATF)** purchases **put UMB (and you) at risk**! ● **Missing, incomplete, or out of date documents**– An old quote, W9, undeliverable email address or unsigned sole source will **take time to fix** and delay our ability to process.	● **Reaching out to SSAS** to explain the purchase and providing a **requisition number** ASAP. If there are **Terms and Conditions**, send those along early **via email**! We'll be prepped and ready to process. ● **Including all necessary documentation**: W9, Scope of Work, Quote, Vendor Contact, Sole Source if applicable.
My order is over $25k **What are the common Roadblocks?** **How do I get the best vendor for the job?**	● **Submitting a requisition with just a quote** – All purchases over $25k have extra requirements! **Ask a SSAS member** for more info. ● **Needing goods or services** in **less than 4 weeks** – if a project must **go out to bid**, the **minimum posting time allowed is 20 business days**! ● **Missing a Scope of Work for services** or **specifications for products.** The more **uncertainties** involved, the **longer the process**.	● **Having an existing contract** to reference (UMB, State, or CO-OP) that is visible on the quote from the vendor that **honors contract pricing and terms**. ● **Including a valid Sole Source** Justification form **filled out completely and signed** – if a vendor is named on a grant? Include a copy! ● **A solid scope of work** or **product specifications** will ensure you get the **best vendor to match**!