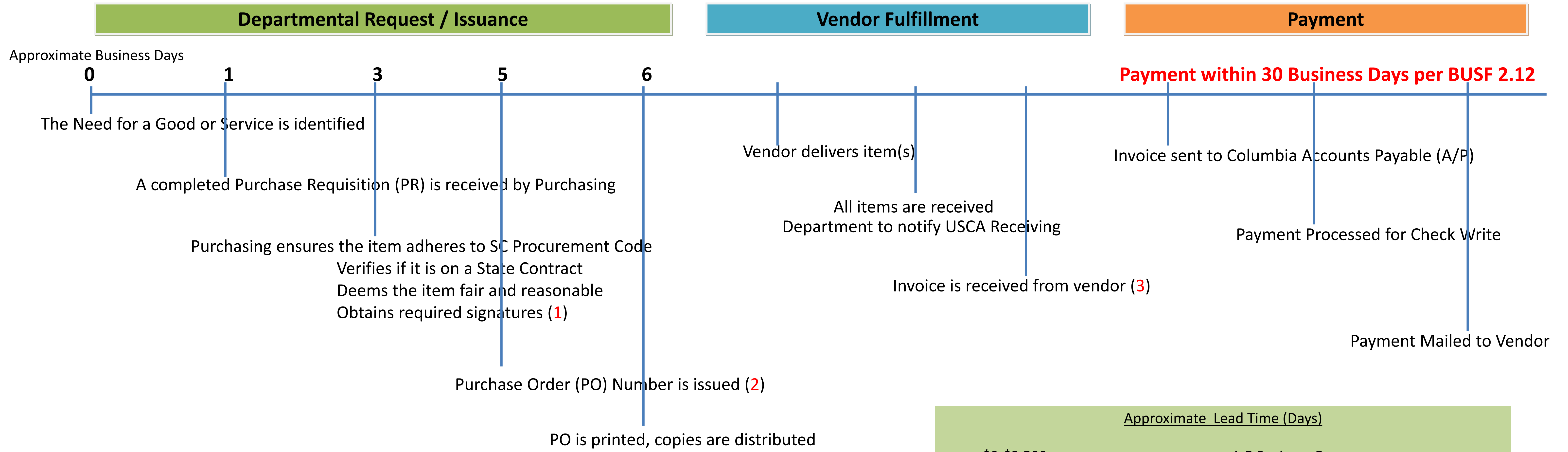




The Timeline of an Aiken Purchase Order



- (1) Delays may occur if authorizing personnel are not available for signatures
- (2) If vendor is new, a W-9 must be obtained prior to issuance of a PO
- (3) Departments should forward invoices to USCA Receiving for processing

Approximate Lead Time (Days)	
\$0-\$2,500	1-5 Business Days N/A if P-card is utilized
\$2,500 - \$10,000	3-10 Business Days
\$10,000 - \$50,000	10-21 Business Days
\$50,000 - \$1M	21-60 Days (based upon complexity)
\$1M +	45-90 Days (based upon complexity)