The Timeline of an Aiken Purchase Order

**Departmental Request / Issuance**
- 0: The Need for a Good or Service is identified
- 1: A completed Purchase Requisition (PR) is received by Purchasing
- 3: Purchasing ensures the item adheres to SC Procurement Code
- 5: Verifies if it is on a State Contract
- 6: Deems the item fair and reasonable

**Vendor Fulfillment**
- 2: Obtains required signatures (1)
- Purchase Order (PO) Number is issued (2)
- PO is printed, copies are distributed
- Vendor delivers item(s)
- All items are received

**Payment**
- Invoice is received from vendor (3)
- Invoice sent to Columbia Accounts Payable (A/P)
- Payment Processed for Check Write
- Payment Mailed to Vendor

**Approximate Business Days**
- 0: Delays may occur if authorizing personnel are not available for signatures
- 1: If vendor is new, a W-9 must be obtained prior to issuance of a PO
- 2+: Departments should forward invoices to USCA Receiving for processing

**Approximate Lead Time (Days)**
- $0-$2,500: 1-5 Business Days
- $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)