



## Purchasing Checklist

Current Status	Policies & Procedures	Action Required	To Be Completed By
	Product specifications are available and used in the purchasing process		
	Product specifications also include suitable substitute products		
	Par levels have been established on all key products based on current usage and delivery frequency		
	Par levels are increased or decreased as product usage / sales activity changes		
	Current product on hand and par levels are used to determine ordering quantities		
	Purchasing personnel are not involved in receiving procedures		
	If competitive bidding is used, quotes are received over a fax machine		
	Freight charges are considered in the bidding process		
	Electronic purchasing is used if possible		
	Factors besides price are considered, such as quality, consistency, credit terms, local or long-distance warehouse, etc.		



	When requested products are not available, vendors know to verify suitable substitute products and prices		
	A prime vendor program has been investigated and is in use if practical		
	If a prime vendor program is in place, it is put out to bid at least annually		
	Quantity discounts are normally avoided, unless there is a compelling case for purchasing more product than needed		
	An approved supplier list has been created & is in use		
	Value-added, pre-cut and pre-portioned products are evaluated and considered		
	There is a written policy regarding what purchasing personnel may personally receive from suppliers		
	In an attempt to only work with reputable suppliers, a credit report (D&B) and references are checked before doing business with a new supplier		
	The practice of purchasing products with a company credit card has been considered		