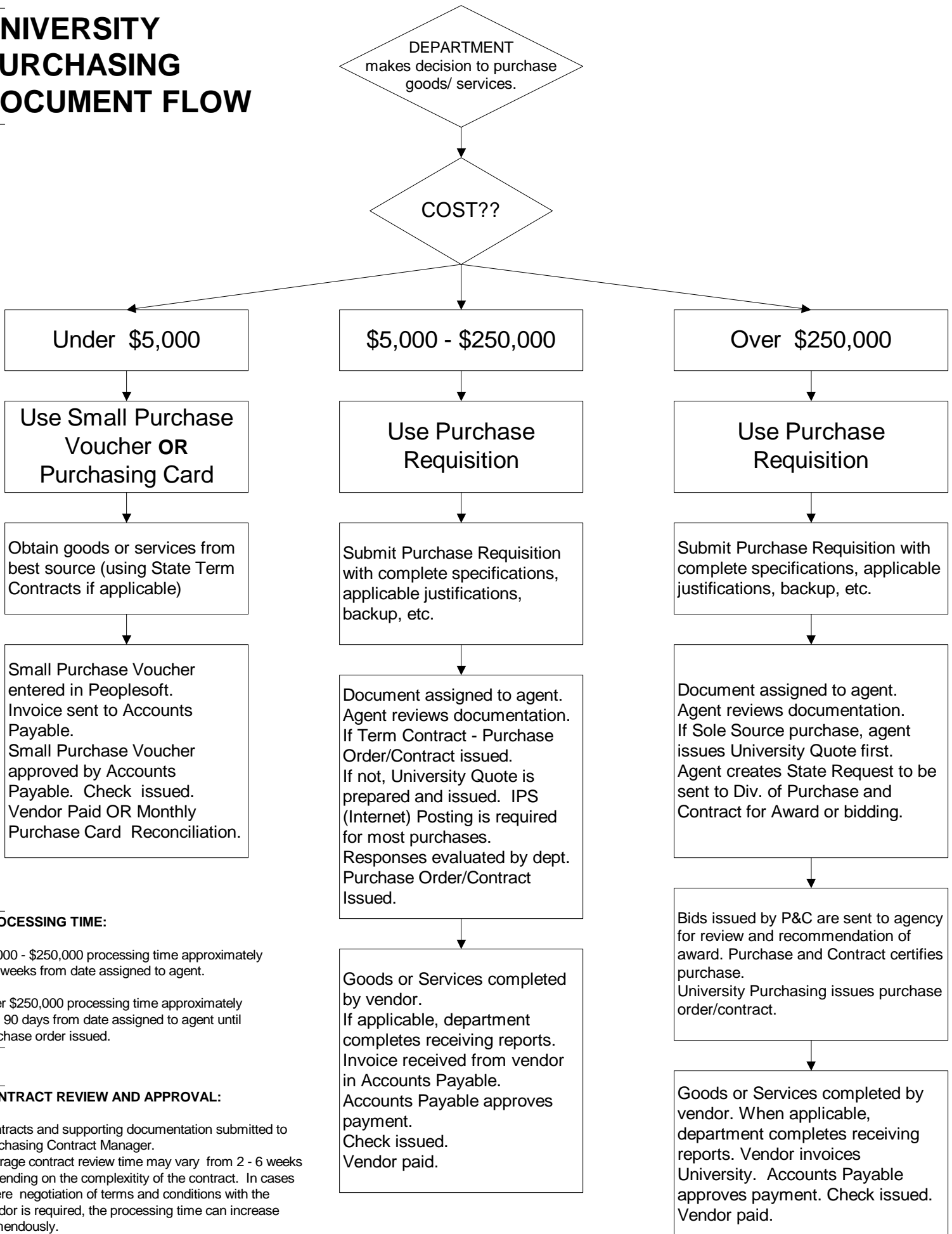


UNIVERSITY PURCHASING DOCUMENT FLOW



PROCESSING TIME:

\$5,000 - \$250,000 processing time approximately 4-6 weeks from date assigned to agent.

Over \$250,000 processing time approximately 60 - 90 days from date assigned to agent until purchase order issued.

CONTRACT REVIEW AND APPROVAL:

Contracts and supporting documentation submitted to Purchasing Contract Manager. Average contract review time may vary from 2 - 6 weeks depending on the complexity of the contract. In cases where negotiation of terms and conditions with the vendor is required, the processing time can increase tremendously.