







SOP Reference #: PUR004

Operation/Task:	After Hours Purchasing Procedure			Equipment:	N/A
Owner:	Purchasing Manager	Date Created:	5/28/14	Department:	Manufacturing Support
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction describes the appropriate documentation is provided to Purchasing for item procured after hours.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Contact Vendor	Call or email Vendor. List of after-hours contacts is listed on the intranet.	Place the order.
2		Distribute what is to be received	Copies: 1. Pressroom Manager 2. Purchasing Manager 3. Paper Handler	Inform the Pressroom Manager. Ensure follow up purchase order in generated by purchasing to get costs on the job. Awareness for the Paper Handler that materials are on the way and where they need to be staged.

Notes:

If a quality concern is found follow Non-conforming Product SOP (NCP001).

Definitions:

PHI-Protected Health Information is linkage of actual or potential medical status to an individual.

SPII-Sensitive Personally Identifiable Information is an individual's first and last name or first initial and last name combines with personal information. Some examples of personal information are Social Security number, bank account number or Driver's License number

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Rick Hamann	5/28/14
Rev 2	Added Revision History table	Rick Hamann	8/1/16

Rev 3	Updated to current SOP format; branding updates: font, company name; Manager review – no changes	Rick Hamann	4/21
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Rev. Date 4/20