



OPERATIONAL PROCEDURE

OP-201

Initiation of Material Purchases

ATR OPERATIONAL PROCEDURE

TITLE Initiation of Material Purchases

NUMBER OP-201

REVISION F

ISSUE DATE February 2017

A. PURPOSE

The purpose of this procedure is to establish a written, uniform procedure for the initiation of material purchases at ATR and to inform ATR employees about the procedure and how to best utilize it.

B. SCOPE

This procedure applies to all purchases of parts, materials, supplies, or non-subcontract labor intended for use at or by ATR, whether funded by ATR Corporation or charged to a contract or contract task.

C. DEFINITIONS

1. Purchase Requisition - a standard form used for initiating the material purchasing action and for the distribution of information concerning the requested purchasing action to applicable ATR personnel.
2. Reimbursement Form - a standard form used for applying for reimbursement of various expenses incurred by an ATR employee on behalf of the company.
3. Purchase - a procurement action taken by the ATR Purchasing Department in accordance with standing procedures. This is distinguished from sub-contracts, personal services agreements, or other contractual arrangements for acquiring goods or services.
4. Vendor - an individual, partnership, or corporation who agrees to supply to ATR specific types and quantities of goods or services in accordance with a properly executed ATR Purchase Order.

D. REFERENCE DOCUMENTS

ATR ISO Quality Management System (QMS)
ATR ISO Quality Assurance Procedures (QAPs)
ATR Purchase Requisition Form (P-001)
ATR Hazardous Materials Policy
ATR Conflict Minerals Policy

E. GENERAL

The ATR Purchasing Department is the only ATR organizational group authorized to commit the company to the purchase of parts, materials, or supplies. Both Government regulations and good business practice dictate that all purchases be executed by specific responsible personnel in accordance with standing written procedures which insure that proper procedures are followed in the course of conducting purchasing operations.

F. PROCEDURES AND RESPONSIBILITIES

The procedures for initiating a purchase requisition using the ATR Deltek Accounting System and its standard purchasing and vendor selection processes.

Note that the Purchase Requisition is an electronic form without serial numbering. A number will be assigned to the PR by Purchasing for their reference only. This number is NOT the Purchase Order Number, which to be generated automatically by the Deltek system.

The Purchasing Department is responsible for selection of specific vendors if one was not identified by the Originator. However, any source, cost, or delivery information that may have been developed by the Originator(s) of the Purchase Requisition should be provided to the Purchasing Department as a possible aid in executing a purchase. Vendor performance information is maintained by Purchasing for reference.

Most of the information blocks on the Purchase Requisition form are self-explanatory, but a few points should be kept in mind when filling out the form:

1. Create item numbers on the requisition when ordering more than a single item. The item number column is not pre-printed so as to allow a multi-line description of the item when necessary.
2. To the extent possible, group like items on a single form, such as capacitors, resistors, integrated circuits, etc.
3. Use complete and exact part numbers when available. If the exact part requested is not available, the Purchasing Department will contact the Originator for possible substitution.
4. If MilSpec or other specifications are applicable to an order, provide this information on the Purchase Requisition.
5. Note that many Purchase Requisitions and Purchase Orders issued for project-funded procurements are subject to ISO compliance and/or QMS Quality Assurance review. QA review ensures that all necessary information is included in purchasing documentation, and that all required terms and conditions flow-downs to vendors

and recognized and applied. It is the Originator's responsibility to inform and select the appropriate QA actions required.

6. Many Purchase Requisitions and Purchase Orders issued for project-funded procurements are subject to Hazardous Materials, and/or Conflict Minerals policies and control procedures. These policies, procedures and responsibilities for compliance are described in separate documents. The Originator is responsible to identify the applicability of these regulations to the desired purchase and note them on the PR.

ATR's Purchasing Department cannot act on Purchase Requisitions without the appropriate approval signatures. Dollar-value thresholds and Direct/Indirect distinctions are noted on the PR form. The Originator (usually the Program Manager) must sign all PRs.

On exceptional occasions when a job requires immediate procurement of a low-cost items (under \$100 in aggregate), ATR employees may purchase such item(s) personally and apply for reimbursement. Reimbursement requests must be made via ATR's Local Travel Expense Form. Receipts and appropriate approval signature must be provided. Utilization of this exceptional purchasing method is discouraged; ATR's Purchasing Dept. can act promptly on any purchase request, every day of the workweek.

Suggestions for improvements or changes to this procedure are welcome and should be directed to the ATR Purchasing Department.