

THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
PROCUREMENT POLICY AND PROCEDURE

20. If goods are on backorder and the anticipated fulfillment date is not within an acceptable time frame, contact 2nd quote vendor and 3rd quote vendor, respectively, to see if they are able to provide the item at the same quoted price and in a more reasonable timeframe.
21. If it is determined to go with the 2nd or 3rd quoted vendor, the VIDE Procurement Office needs to communicate in writing to the original vendor the items that are being canceled. Attach documentation to MUNIS Purchase Order Inquiry.
22. The Procurement Director notifies the Buyer and Program Manager of the change in vendor and completes a PO Modification form to cancel the portion of the PO that was not fulfilled.

EXHIBITS:

- Creating PO Management Database
- PO Modification Form