



*DEPARTMENT OF PROJECTS, PLANNING AND
CONSTRUCTION SERVICES*

**CARPET ORDERING
STANDARD OPERATING
PROCEDURE**

C A R P E T O R D E R I N G

- I.** All Troy University carpet orders are streamlined through the Physical Plant Department of Projects, Planning, and Construction Services.

- II.** When placing carpet orders, Project Managers provide the Department of Projects, Planning, and Construction Services with the following preliminary information:
 - 1) Carpet pattern and color
 - 2) Glue type
 - 3) Quantities as quoted by contractor (must include attic stock)
 - 4) Project schedule (necessary for coordinating delivery dates)

- III.** After all preliminary information is provided the Department of Projects, Planning, and Construction Services will provide the Project Manager with a “sample PO” showing a total price breakdown, and a letter to obtain a purchase order (PO).

- IV.** No carpet will be ordered without a purchase order! The Project Manager is responsible for providing the Department of Projects, Planning, and Construction Services with a copy of the University PO before the carpet is ordered.

- V.** Lead time for carpet is 8 to 10 weeks from the time the PO is received. Please plan accordingly.