



# Homework: Requirements Statement

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- ☐ In the Purchasing Department at one company, a purchase request may be assigned an expediter within the Purchasing Department.
- ☐ This expediter follows the purchase request through the entire purchasing processes and acts as the sole contact person with the person or unit within the company buying the goods or services.
- ☐ The Purchasing Department refers to its fellow employees buying goods and services as customers. The purchasing process is such that purchase requests from certain special customers must go out for bid to vendors, and the associated Request for Bids for these requests must be approved by the Purchasing Department.