PURCHASING PROCEDURES
FLOW CHART

Is item available from stores? YES Fill out Request for Supplies
NO Stores Phone Number: 9837

Is this a printing request? YES Do Request to Purchase and forward to Graphics Design for Approval. Bids will be secured and a Purchase Order will be issued by the Purchasing Department. REMEMBER all printing requires bidding no matter the dollar amount.
NO

Is this one of the following?
Computers - Send to Infor. Resources
Advertising - including display and classified ads
Membership Fees - send to President's Office for approval
Food, other than for lab use
YES Do Request to Purchase and route through the proper approval process.
NO

Does the commodity or service fall under the guidelines for Catalog Purchase (computer or telecommunications related equipment)? YES Must be purchased from an approved CISV (Catalog Purchase) Vendor. If submitting Request to Purchase be sure to include Brand, model and product number. All computer units require a Request to Purchase and must be approved by Information Resources before submitting to Business Services for approval.
NO

Is total cost of related items less than $2,000.00? YES Purchasing authority delegated back to the department. Choose the best purchasing method:
a. Procurement Card
b. Call and obtain Verbal Purchase Order Number
c. Prepare Request to Purchase
NO Departments are strongly encouraged to place orders with HUB vendors whenever possible.

Remember: Subscriptions and maintenance agreements
< $2,000.00 do not require a P.O. - Secure invoice, attach Voucher Preparation Form and forward to Business Services for processing

Is total cost of related items over $2,000.00 YES Prepare Request to Purchase:
Include:
complete specifications
suggested sources
inventory ownership
contact person