

PURCHASING PROCEDURES  
FLOW CHART

<p>Is item available from stores?</p> <p style="text-align: center;">NO</p>	<p>YES</p>	<p>Fill out Request for Supplies Stores Phone Number: 9837</p>
<p>Is this a printing request?</p> <p style="text-align: center;">NO</p>	<p>YES</p>	<p>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.</p>
<p>Is this one of the following?</p> <p>Computers - Send to Infor. Resources</p> <p>Advertising - including display and classified ads</p> <p>Membership Fees - send to President's Office for approval</p> <p>Food, other than for lab use</p> <p style="text-align: center;">NO</p>	<p>YES</p>	<p>Do Request to Purchase and route through the proper approval process.</p>
<p>Does the commodity or service fall under the guidelines for Catalog Purchase (computer or telecommunications related equipment)?</p> <p style="text-align: center;">NO</p>	<p>YES</p>	<p>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.</p>
<p>Is total cost of related items less than \$2,000.00?</p> <p style="text-align: center;">NO</p>	<p>YES</p>	<p>Purchasing authority delegated back to the department. Choose the best purchasing method:</p> <ul style="list-style-type: none"> <li>a. Procurement Card</li> <li>b. Call and obtain Verbal Purchase Order Number</li> <li>c. Prepare Request to Purchase</li> </ul>
		<p>Departments are strongly encouraged to place orders with HUB vendors whenever possible.</p> <p>Remember: Subscriptions and maintenance agreements &lt; \$2,000.00 do not require a P.O. - Secure invoice, attach Voucher Preparation Form and forward to Business Services for processing</p>
<p>Is total cost of related items over \$2,000.00</p>	<p>YES</p>	<p>Prepare Request to Purchase: Include:</p> <ul style="list-style-type: none"> <li>complete specifications</li> <li>suggested sources</li> <li>inventory ownership</li> <li>contact person</li> </ul>