**UNIVERSITY PURCHASING DOCUMENT FLOWCHART**

**DEPARTMENT**
Makes decision to purchase goods & services

**COST?**

**Under $4,999**
- Use Procurement Card OR Purchase Requisition
  - Obtain goods or services from best source (use State Term Contracts if applicable)
  - Procurement Card: $500 (per day/transaction) $1,000 monthly limit
  - OR
  - Requisition assigned to vendor. Purchase Order submitted to Vendor. Goods or Services completed by vendor. Invoice received from vendor in Accounts Payable. Accounts Payable approves payment.
  - Check issued.
  - Vendor Paid.

**$5,000 - $49,999**
- Use Purchase Requisition
  - Submit Purchase Requisition with complete specifications, applicable justifications, backup, etc.
  - Requisition assigned to agent. Agent reviews documentation. If Term contract -- Purchase Order / Contract issued.
  - If not, University Quote is prepared and issued.
  - Responses evaluated by department.
  - Purchase Order / Contract Issued.
  - Goods or Services completed by vendor. If applicable, department completes receiving. Invoice received from vendor in Accounts Payable.
  - Accounts Payable approves payment.
  - Check issued.
  - Vendor Paid.

**Over $50,000**
- Use Purchase Requisition
  - Submit Purchase Requisition with complete specifications, applicable justifications, backup, etc.
  - Requisition assigned to agent. Agent reviews documentation. If Sole Source purchase, agent issues University Quote first. Agent creates State Request to be sent to Division of Purchase and Contract for Award or bidding.
  - Bids issued by P&C are sent to agency for review and recommendation of award. Purchase and Contract certifies purchase. University Purchasing issues purchase Order / Contract.
  - Goods or Services completed by vendor. When applicable, department completes receiving.
  - Vendor invoices University.
  - Accounts Payable approves payment.
  - Check issued.
  - Vendor Paid.

**Contract Review and Approval:**
Contracts and supporting documentation submitted to Purchasing Contract Manager. Average contract review time may vary from 2-6 weeks depending on the complexity of the contract. In cases where negotiation of terms and conditions with the vendor is required, the processing time can increase tremendously.