

PURCHASING METHODS

GOODS, MATERIALS, SUPPLIES
≤\$5K

USE P-CARD

GOODS, MATERIALS, SUPPLIES
≤\$5K

**P-CARD NOT ACCEPTED BY
VENDOR**

GOODS + SERVICES

USE CONTRACT
ANY SERVICES OR GOODS + **SERVICES**
or, GOODS >\$300K

**BEFORE....
PURCHASE**

IS VENDOR ON HOLD?

REQUEST QUOTE, VENDOR CREDIT APP

IS VENDOR ON HOLD?

**DURING...
PURCHASE**

COLLECT RECEIPTS

After contract is executed
create a requisition to encumber funds

**AFTER...
PURCHASE**

REALLOCATE COSTS IN GCMS
SEE P-CARD REALLOCATION TRAINING

ENSURE INVOICE MATCHES QUOTE
IN VOLUME & PRICE

revised 02/16/2024