# Purchasing Methods

<table>
<thead>
<tr>
<th>GOODS, MATERIALS, SUPPLIES</th>
<th>GOODS, MATERIALS, SUPPLIES</th>
<th>GOODS + SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>&lt; $5K</strong></td>
<td><strong>&lt; $5K</strong></td>
<td><strong>USE CONTRACT</strong></td>
</tr>
<tr>
<td>USE P-CARD</td>
<td>P-CARD NOT ACCEPTED BY VENDOR</td>
<td>ANY SERVICES OR GOODS + SERVICES or, GOODS &gt;$300K</td>
</tr>
</tbody>
</table>

### Before Purchase
- IS VENDOR ON HOLD?

### During Purchase
- COLLECT RECEIPTS

### After Purchase
- REALLOCATE COSTS IN GCMS
- SEE P-CARD REALLOCATION TRAINING
- ENSURE INVOICE MATCHES QUOTE IN VOLUME & PRICE

- REQUEST QUOTE, VENDOR CREDIT APP
- ENCUMBER FUNDS VIA REQUISITION AFTER CONTRACT EXECUTED
- DATE STAMP/PAY INVOICE
- IS VENDOR ON HOLD?