Department Level

A. Department recognizes a need for a product or service.
B. Vendors are contacted and necessary quotes are obtained

1. **Small Dollar Purchases under $5,000.00** (total order)
   - No quote required

2. **Quotes - $5,000.01 through $50,000.00** (total order)
   - Two quotes required

3. **Bids – Over $50,000.01** (total order)
   - Procurement and Contracts advertises and sends out bid request forms
   - Sealed bids are opened at Procurement & Contracts office
Department Level

1. **Sole Source** – only one vendor manufactures and sells product
2. **Research Approval** – multiple vendors sell product but because of certain circumstances we must buy from a specific vendor
3. **Emergency Purchase** – due to certain extreme circumstances, the item(s) must be purchased immediately without following the normal bid rules
4. **Exemption from State Contract** – there is a similar item on the Competitive State Contract, but the item must be purchased from another vendor for specific reasons
Department Level

C. Any additional forms are completed (i.e. Sole-Source, Federal Screening Form)

D. Banner requisition is developed, completed and
Procurement & Contracts

A. Requisition prints in Procurement & Contracts
B. Requisitions are separated by department and distributed to Purchasing Managers
C. Purchasing Managers review requisitions and hold for any attachments
D. After necessary attachments and/or approvals are received, purchase orders are issued
Department Level

E. Products/Equipment/Services are delivered – Department inspects and accepts.
E. Invoice is sent to Procurement & Contracts, verified against P.O. and electronically sent to department.

F. Approval for payment is received from department and payment is processed by Procurement & Contracts.