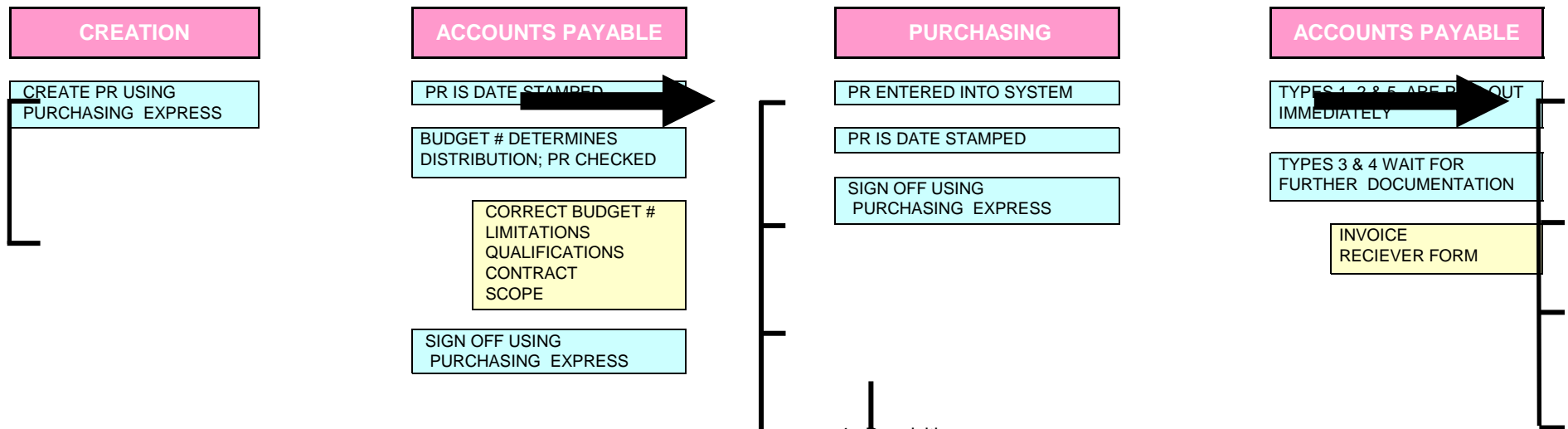


## PURCHASE FLOW CHART PROCESS



### 5 Basic Types of Purchase Requisites (PR)

#### 1. Invoice Attached

- Item has been ordered & received
- Receipt is attached to PR

#### 2. Check enclosed

- Example: membership, conference, hotel, certain small businesses
- Basic information that is required and must be attached to the PR: this cannot be hand written; it must be printed either from the web site or can be sent by the company:
  - ~ Company name
  - ~ Remittance address
  - ~ Total expenditure

#### 3. Confirming

- Generally an order < \$5,000
- Contact Purchasing for details - but if the specific company to be ordered from is not on a state mandated list, then a sole source document is created.
- Department places order and waits for item
- Both of the following proofs are needed for payment and can come from Receiving or the department
  - ~ Original invoice
  - ~ Receiving information

#### 4. Requisition

- Generally and order > \$5,000
- Purchasing will place these orders
- Usually involves bidding process from companies

#### 5. Open Order

- Example: contracts; vendors with which items will be ordered from constantly throughout the year, such as Allwater; Book Store - AP does not handle Book Store Open Orders - they do their own books and the charges occur at the time of purchase - nothing else is needed from AP.
- Needs Receiver Form & Invoice after and order to pay has been signed; the contract invoice is sent directly to AP from Materials Science with the signed OK to Pay. If the invoice is sent directly to AP, then it is attached by AP to a Partial Payment document and sent back for a budget signature.
- The document is then sent back to AP.

**NOTE: All orders for computers, software and hardware must go through the IT department prior to ordering or purchasing items. This has to do with compatibility issues. Please contact the IT department for more specific information.**