

PURCHASING METHODS

GOODS, MATERIALS, SUPPLIES
≤\$5K

USE P-CARD

**BEFORE....
PURCHASE**

IS VENDOR ON HOLD?

**DURING...
PURCHASE**

COLLECT RECEIPTS

**AFTER...
PURCHASE**

REALLOCATE COSTS IN GCMS
SEE P-CARD REALLOCATION TRAINING

GOODS, MATERIALS, SUPPLIES
≤\$5K

**P-CARD NOT ACCEPTED BY
VENDOR**

REQUEST QUOTE, VENDOR CREDIT APP

ENSURE INVOICE MATCHES QUOTE
IN VOLUME & PRICE

GOODS + SERVICES

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

IS VENDOR ON HOLD?

ENCUMBER FUNDS VIA REQUISITION
AFTER CONTRACT EXECUTED

DATE STAMP/PAY INVOICE