Steps to Take When Evaluating a Purchase Decision

1. **Purchase > $1,000?**
   - **Yes**
     - **Purchase Order Required**
       - Submit Purchase Order Requisition
       - Submit approved invoice after goods/svcs received
   - **No**
     - **Purchase Order NOT Required**
       - Pay via AP Check
         - Submit check requisition & invoice
       - Pay via Petty Cash
         - Purchase must be less than $100
       - Pay via Corporate Card
         - See Corporate Card Policies for Details

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*Revised 3/17/16*
Items Required for AP Check to be Issued

- Items Received in Good Condition
- ITS Approval for Tech Purchases
- PO Number or Expense Acct Num on Invoice
- Approval by Budget Officer
- Approval by Senior Staff if > $500
- W-9 From Vendor (if new vendor)

When Do I Need A Contract?

- Am I purchasing a service?
  - Yes: Contract is needed
  - No: No contract Needed

Contact Norma Gaines