REQUISITON OR PURCHASING CARD GENERAL GUIDELINES

Is the purchase for one of YES the following: Use a **YES** Purchasing * Advertising Card **Enter** * Airfare requisition in * Conference Registration One\$ource * Hotel NO * Membership Dues * Purchase at a retail **Complete routine** Is the Supplier location price checking or Registered in obtain quotes * Purchase from an online One\$ource? supplier that does not Select supplier NO accept purchase orders based on best Following Confirmation value of Registration: * Renewal of a Periodical **Contact Purchasing** Subscription Department to initiate Enter requisiton in the registration * Rental Vehicles One\$ource process * Travel Meals * Travel Expenses (tolls,

baggage fees, parking)