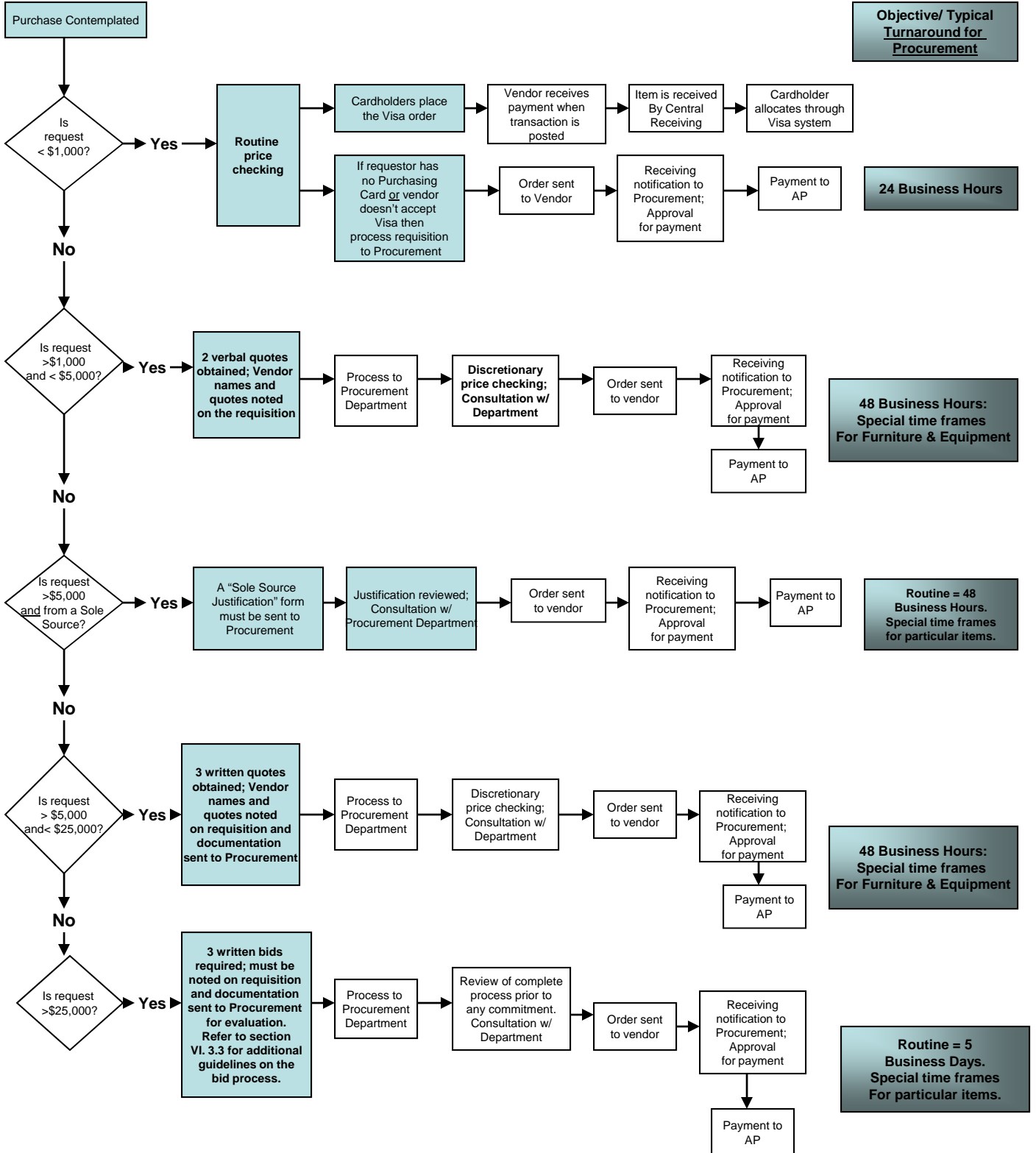


Purchase Order Decision Flow Chart

Updated May 26, 2009

Purchase Contemplated:

1. Check "Purchase Method – Decision Matrix" for Category
 - a. Exceptions – Library Acquisitions, Food, Bookstore Retail
 - b. Exceptions – Permitted Direct Invoice/ Check Requests
2. All "Capital Expenditures" must go through Procurement
3. All "Furniture" purchases must be on a Purchase Order -Complete Furniture Request Form
4. Consult "Preferred Vendor Cross Reference" for negotiated contracts
5. Consult "Sole Source Justification Form" for instructions



Objective/ Typical Turnaround for Procurement

24 Business Hours

48 Business Hours: Special time frames For Furniture & Equipment

Routine = 48 Business Hours. Special time frames for particular items.

48 Business Hours: Special time frames For Furniture & Equipment

Routine = 5 Business Days. Special time frames For particular items.