Is the purchase for one of the following:

- Advertising
- Airfare
- Conference Registration
- Hotel
- Membership Dues
- Purchase at a retail location
- Purchase from an online supplier that does not accept purchase orders (amazon.com)
- Renewal of a periodical subscription
- Rental Vehicles
- Travel Meals
- Travel Expenses (tolls, baggage fees, parking)

**Yes**
- Use a P-card

**No**
- Complete routine price checking or obtain quotes
- Select supplier based on best value

Is the supplier set up in MC One$ource?

**Yes**
- Enter requisition in MC One$ource

**No**
- Contact Purchasing Department to initiate the set up process

Following confirmation of set up:
- Enter requisition in MC One$ource