



Requisition

Signed Quote or WV48-Vendor's Agreement or Contract (if not already on file with Procurement)

W9 (if applicable)

Procurement
Reviews,
Processes &
Approves



Purchase Order is Issued to Vendor

OR

Department OR
Procurement Purchases
Item on Procurement

P-Card

Total

Purchase

≥\$1000

OR

<\$1000

and to be paid by

Check

Requisition

Submitted to

Procurement



Documentation to Submit

Requisition

Quote/Source of Price Estimate

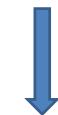
W9 (if applicable)

Procurement

Reviews,

Processes &

**Approves** 



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