





Total
Purchase
≥\$1000
OR
<\$1000
and to be
paid by
Check



Requisition
Submitted to
Procurement



Procurement
Reviews,
Processes &
Approves



Documentation to Submit
Requisition
Quote/Source of Price Estimate
W9 (if applicable)

Purchase Order is
Issued to Vendor

OR

Department OR
Procurement Purchases
Item on Procurement

P-Card