

Single Purchase Workflow – Non Construction

Use the P-card to pay for a single purchase of **up to \$5,000**. Includes tax and freight.



Use the P-card to pay for a single purchase of **\$5,001 to \$10,000**. Includes tax and freight.

(P-card [Request for Deviation Form](#) required)

(A separate P-card Request for Deviation Form is required for each single purchase of \$5,001 to \$10,000)



Use a Purchase Order to pay for a single purchase of **\$10,001 to \$25,000**. Includes tax and freight.



Quote(s)

(Three quotes are required)

(Only one quote is required if on [State Contract](#) or on the [Board Exemption List](#))



[Requisition](#)

(Send approved requisition and quote(s) to Procurement)



Purchase Order



Invoice

(After goods are delivered and or after services are rendered)



Payment to Vendor

(Within 30 days from invoice date)

(Send approved invoices to AP@york.k12.sc.us)

Note: Use a bid to pay for a single purchase that **exceeds \$25,000**. Includes tax and freight.

Bidding is not required for items on [State Contract](#) nor for items on the [Board Exemption List](#).

Contact Procurement for a single purchase that exceeds \$25,000.