PURCHASING FLOWCHART

Start → **Are they an approved vendor?**

- **No** → Stop and contact the Business Office
- **Yes** → Does the quote have?
  1) Cooperative contract name and number (Ex: BuyBoard #623-25)
  2) Itemized list with pricing
  3) Current dates
  - **No** → Stop and contact the vendor to correct their quote before proceeding
  - **Yes** → Does your PO have?
    1) Description for item being purchased
    2) Selected contract that matches quote
    3) Attached quote
    - **No** → Stop and make sure all items are completed before proceeding
    - **Yes** → Does your budget have funds available for use?
      - **No** → Stop and do one of the following before proceeding:
        1) Request transfer from Business Office
        2) Request budget amendment from Board
        3) Use another account
      - **Yes** → Have you attached all documentation?
        - **No** → Stop and attach all items before proceeding
        - **Yes** → Is your item a purchase order check request?
          - **No** → Finished: You are ready to submit
          - **Yes** → Ensure your description includes:
            1) CHECK REQUEST
            2) Date check needed by
            → Finished: You are ready to submit
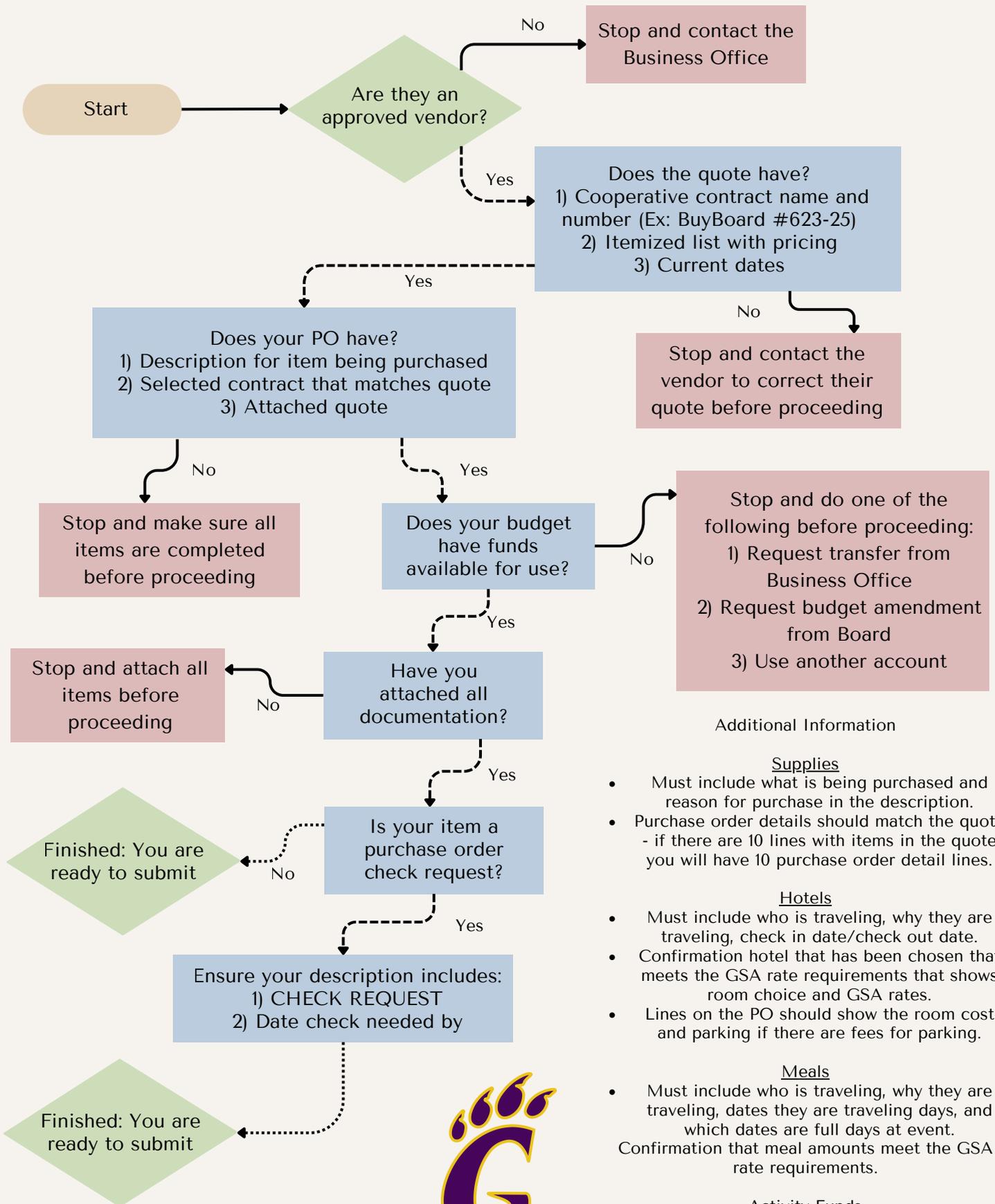
Additional Information

Supplies
- Must include what is being purchased and reason for purchase in the description.
- Purchase order details should match the quote - if there are 10 lines with items in the quote you will have 10 purchase order detail lines.

Hotels
- Must include who is traveling, why they are traveling, check in date/check out date.
- Confirmation hotel that has been chosen that meets the GSA rate requirements that shows room choice and GSA rates.
- Lines on the PO should show the room cost and parking if there are fees for parking.

Meals
- Must include who is traveling, why they are traveling, dates they are traveling days, and which dates are full days at event. Confirmation that meal amounts meet the GSA rate requirements.

Activity Funds
- 461 and 865 accounts do not have budgets.
- Field trips need to be submitted to no later than 5 business days prior to the event.