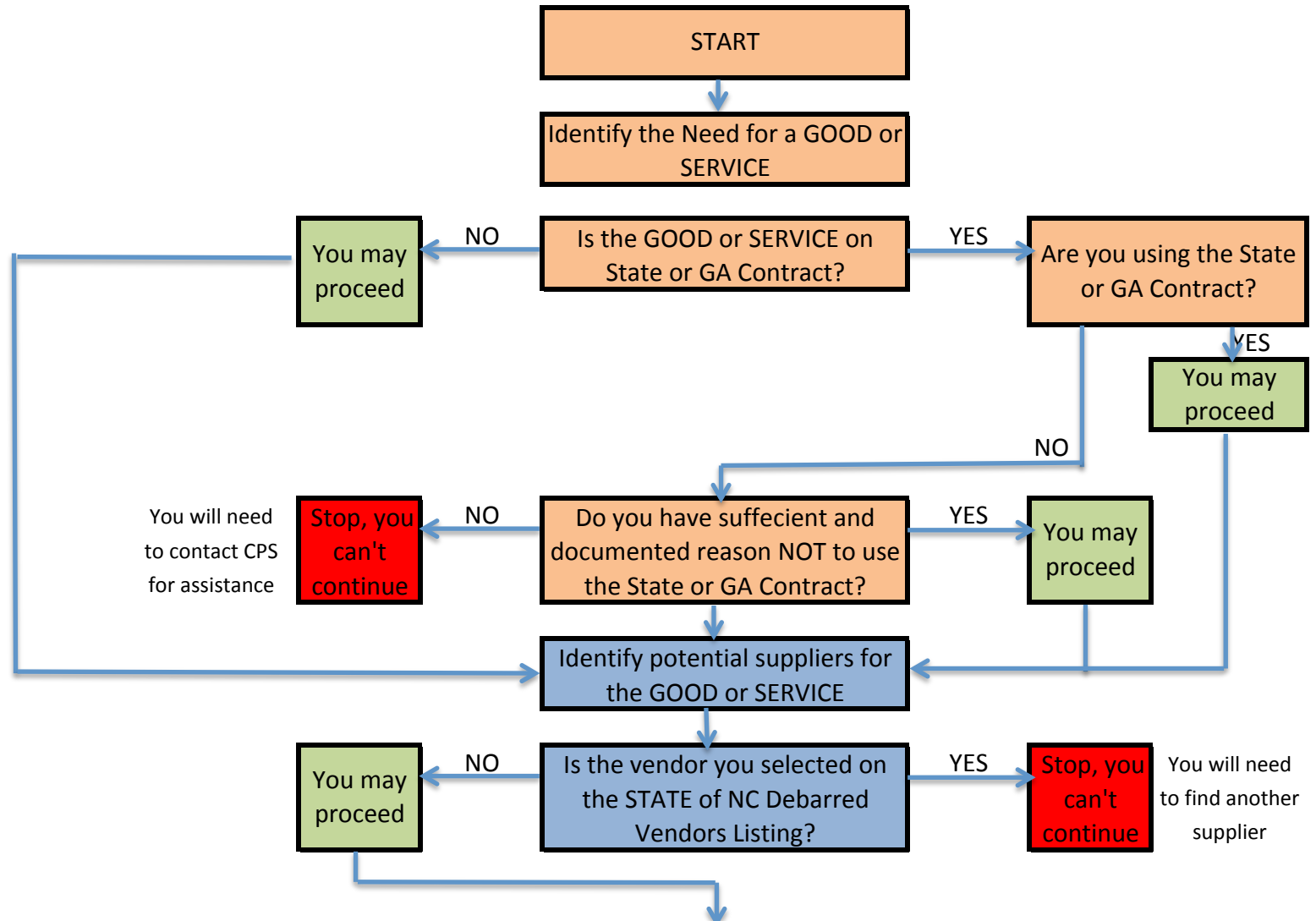


Purchase Order Flow Chart

IDENTIFY NEED

FIND SUPPLIER



You will need
to contact IT or
FMD for Approval

Stop, you
can't
continue

NO

Have you received APPROVAL
from IT or FMD for this
purchase? (IF Required)

YES

You may
proceed

Negotiate the best price with
the vendor, inform them of
UNCSA Tax-Exempt Status

NO

You will need to get an official QUOTE
from the vendor and submit to the
Purchasing_Inbox

Is the TOTAL Price (including
shipping) under \$2500?

YES

You may
proceed

NO

IS the GOOD or SERVICE a Sole Source
Item or qualify for an exemption from
Bidding?

Is the TOTAL Price (including
shipping) under the \$5000
Bidding Threshold?

YES

You may
proceed

NO

YES

STOP - you will need to contact
Purchasing to get directions on
how to start the BID process.

Contact Purchasing to discuss
Sole Source and / or qualifying
Exemption.



