Requester Identifies a Need

Available thru Surplus

If need is met gets good(s) from surplus

Not Available thru Surplus

Available thru Market Place

Shops on line thru Market Place for contracted items

If need is met gets good(s) from surplus

Creates a Purchase Requisition

If surplus is not available

Creates a Special Request using quote or other references

Approver Reviews

Purchase Requisition is Budget Checked

Budget Office Review

Valid

Market Place Order

Dispatched to Vendor Electronically

Yes

No

Error
Purchasing Mgr reviews & assigns Requests

- Competitive Bid Buyer III or II
- Specification development between requester and buyer
- Solicitation and Evaluation

$5K & Above not Exempt

- Request reviewed and source to a Purchase Order

Under $5K/Exempt

- Requestor Receives Goods & Creates a Receipt in eProcurement

- Payment Issued to Vendors

- Contract Management Process

- Purchasing Clerk for Distribution

- Goods Delivered to Central Receiving
- Services Rendered to Requester

- Accounts Payable Processes invoice and issues payment

- Award & PO Creation

Payment Issued to Vendors