DEPARTMENT REQUISITION FLOW CHART

This flow chart illustrates the path for processing Department Requisitions based on the estimated total cost of the request. Note that all requests require you to complete a Department Requisition & obtain authorized signatures.

</= $2500	$2500.01 to $5000	$5000.01 to $95199.99	>/= $95200	Not to Exceed $2500 Blanket PO
Obtain Quote from Vendor	Obtain 3 quotes from Vendors	Obtain vendor info for at least 3 Vendors		

Complete Department Requisition

Obtain Signature Approvals

Forward Dept Req & quote(s) to Purchasing

Forward Dept Req to Purchasing

Informal Request for Quote is sent to 3 Vendors

Formal Request for Proposal or Bid is publicly advertised

Proposals/bids are publicly opened & announced

Quotes are analyzed & awarded

Proposals/bids are analyzed & awarded

Department Req converted to Purchase Order & emailed to Vendor & copied to Requester

Accounting receives invoice from Vendor

Order received & delivered to Requester

Accounting pays Vendor