PURCHASING PROCESS FLOW CHART

DETERMINE NEED

Use ProCard for Acceptable Purchases

Submit E-Doc for Exempt Purchases FAMIS Screen: 306

Decision $2,000

Below

Obtain Vendor Quote and/or other supporting documentation

Enter Electronic Requisition

Submit Support Documentation with requisition # noted on documents to Procurement Office.

Above

Exceptions to Bid Process:
1. Sole Source
2. DIR
3. Buy Board
4. Texas A&M
5. TCPN
6. Other Contracts or Cooperatives
7. TIBH

Obtain Vendor Quotes

Submit all Support Documentation with Requisition No. to Procurement Office

Bidding Process

Describe the Need:
1. Scope of Work
2. Specifications

Decision $10,000

Below

Enter Requisition

Enter requisition for estimate

Submit Support Documentation to Procurement Office

Above

Obtain Price Estimates

Submit detail Scope & Specs to Procurement Office

Note:

Requisitions must be approved and PO's issued prior to goods and services being ordered.

*Any goods being ordered or services rendered without a PO will be considered a violation.