



Purchasing – Step by Step Guide

The following is a high-level step by step guide to Purchasing with a Purchase Order (PO) and P-Card. Refer to the applicable policy and procedures referenced on the [Purchasing website](#).

1. Check the Purchasing websites to determine if the product or service available on a State Contract.
 - a. <https://www.lcsc.edu/purchasing/employees/state-contracts>
 - b. <https://purchasing.idaho.gov/statewide-contracts/>
2. Contact the vendor.
 - a. Website
 - b. Phone call
 - c. Email
3. Obtain a quote.
 - a. If the cost is **under \$2,000** and the purchase is allowable on your P-card, purchase with your P-card. Maintain receipts and documentation in compliance with the guidelines linked below.
 - i. <https://www.lcsc.edu/purchasing/employees/p-card-guidelines>
 - b. If the cost is **under \$2,000** and is not allowable on your P-card, obtain a Confirming PO # by emailing Purchasing.
 - i. Purch@lcsc.edu
 - ii. Once you have obtained the PO #, provide it to the vendor when you place your order.
 - iii. If the vendor will not accept a PO # and requires a PO document (“hard copy PO”) proceed to Step 4.
 - c. If the cost is **\$2,000 or more**, proceed to Step 4.
 - d. If the cost is **\$10,000 or more**, proceed to Step 5.
4. Enter a Requisition in Colleague.
 - a. Colleague will provide a Requisition # after you enter the Requisition.
 - i. **Never** provide the vendor the Requisition #. It is an internal # only.
 - b. Email the Requisition #, along with the vendor’s quote and contact information to Purchasing.
 - c. Once all approvals have been obtained, Purchasing will assign a PO#, and email the PO document to the vendor (cc’ing you, the requestor).
5. Contact Purchasing to review if the \$10,000 and over purchase requires a competitive bid or can be purchased on State contract.
6. Remember: If you receive an invoice, forward it to the Controller’s Office at COAP@lcsc.edu for payment.