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. [Link to State Contract Website]
   b. [Link to Statewide Contracts Website]

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. [Link to 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.