

# Purchasing Overview

Under  
\$2,000

P-card  
purchase

Obtain  
Confirming PO  
# from  
Purchasing

\$2,000 +

No P-card  
purchases

Enter  
Requisition in  
Colleague, no  
PO exists yet

\$10,000 +

No P-card  
purchases

Bid process,  
contact  
Purchasing

