Process for Purchasing Goods and Services: Overview

If you are a purchaser, please follow the general guidelines for purchasing goods or services.

1. Identify the Goods or Services you need
   ✓ Identifies goods or services

2. Access the Procurement Office Home page
   ✓ Goes to the procurement home page to access links and resources for effective purchasing

3. Decide Best Way to Purchase
   ✓ Are goods in warehouse?, If not …
   ✓ Are goods in SciQuest? If not…
   ✓ Are goods <$2,500 and available via P-card? If not…
   ✓ Is a non-catalog requisition needed to purchase goods or services?

Procedures

- Always refer to the Procure-to-Pay guide for general instructions on making different types of purchases:
  - Guide to Warehouse Policies and Goods
  - Guide to SciQuest Policies and Goods
  - Guide to Other Purchases, Including Non-Catalog Requisitions and Services
- Keep all purchase documentation for your records including receipts, order confirmations, and receipts/packing slips
- If you do not receive all goods ordered, contact the DMS Finance Center or your Department Super User.

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