Department determines a need to purchase a good or service.

Is the vendor on the list of Insurance and Food License Compliant Vendors?

Is there a current agreement negotiated & approved by Procurement or OGC?

Are you hiring an individual?

Is this for equipment with a value greater than $5,000?

Is the aggregate annual financial commitment $10,000 or greater?

Is this purchasing goods bearing Dartmouth Trademark Name and Logos?

Is this any of the following Defined Risk category?

Submit Contract Request with vendors agreement or desired terms within Agiloft CMS

Did the vendor provide you a contract or do you want a separate agreement?

Purchase Order Required - Submit Purchase Request eForm or eProcurement Purchase Requisition

No Purchase Order or Contract Required

Relevant Policies
- Business Expense Policy
- Purchase Order (PO) Policy
- Sole Source/Competitive Bid Policy
- Plant/Property & Equipment Policy
- Dartmouth Information Security Policy

- Food providers for Dartmouth functions
- Construction - any design or construction work related to Dartmouth facilities.
- Travel and Transportation - hiring buses and other group off-campus trips.
- Information Technology/Financial Services - typically involve access to personally identifiable information (PII), protected health information (PHI), financial data or other Dartmouth confidential and/or proprietary information.
- Environmental Services - radioactive or hazardous waste management.
- Intellectual Property - any transaction in which the College will receive intellectual property rights (typically copyrights or patents) in the goods or services provided.