

Procuring Stock Commodities/Non-Contract Items > \$10,000 (PF50008)

Overview

Process flow **PF50008** illustrates the process flow for procuring stock commodities that are not on contract and greater than \$10,000. Upon entry and approval of a requisition, a determination is made as to whether or not this is a sole source commodity. If it is, then justification is prepared and attached to the NIS requisition. Approval is required of the justification, by granting approval to the requisition with the attachment. If it is determined that this is not a sole-source commodity, then the process moves directly to the quotation generation. Quote generation is followed by printing and distributing the quote, receiving and entering bids, tabulating the bid, reviewing and approving the bids, reviewing and recommending vendor(s), generating a purchase order, approving and distributing the purchase order, receiving the goods against the purchase order, allowing accounts payable to pay the invoice and the quantity on hand for the receipted item is automatically incremented at the appropriate warehouse or branch/plant.

Trigger: Agency identifies need for a stock commodity/Non-contract that is greater than \$10,000 in value.





