

Procurement Model

Life Cycle of a Purchase Order – Commodities

Direct pay to Accounts Payable or use P-card (Purchasing card) if:

- 1) Item(s) not on contract
- 2) Item(s) > \$2000 (3 bids highly recommended)

Note: A Purchase Order can be entered, if desired.

Start here if:

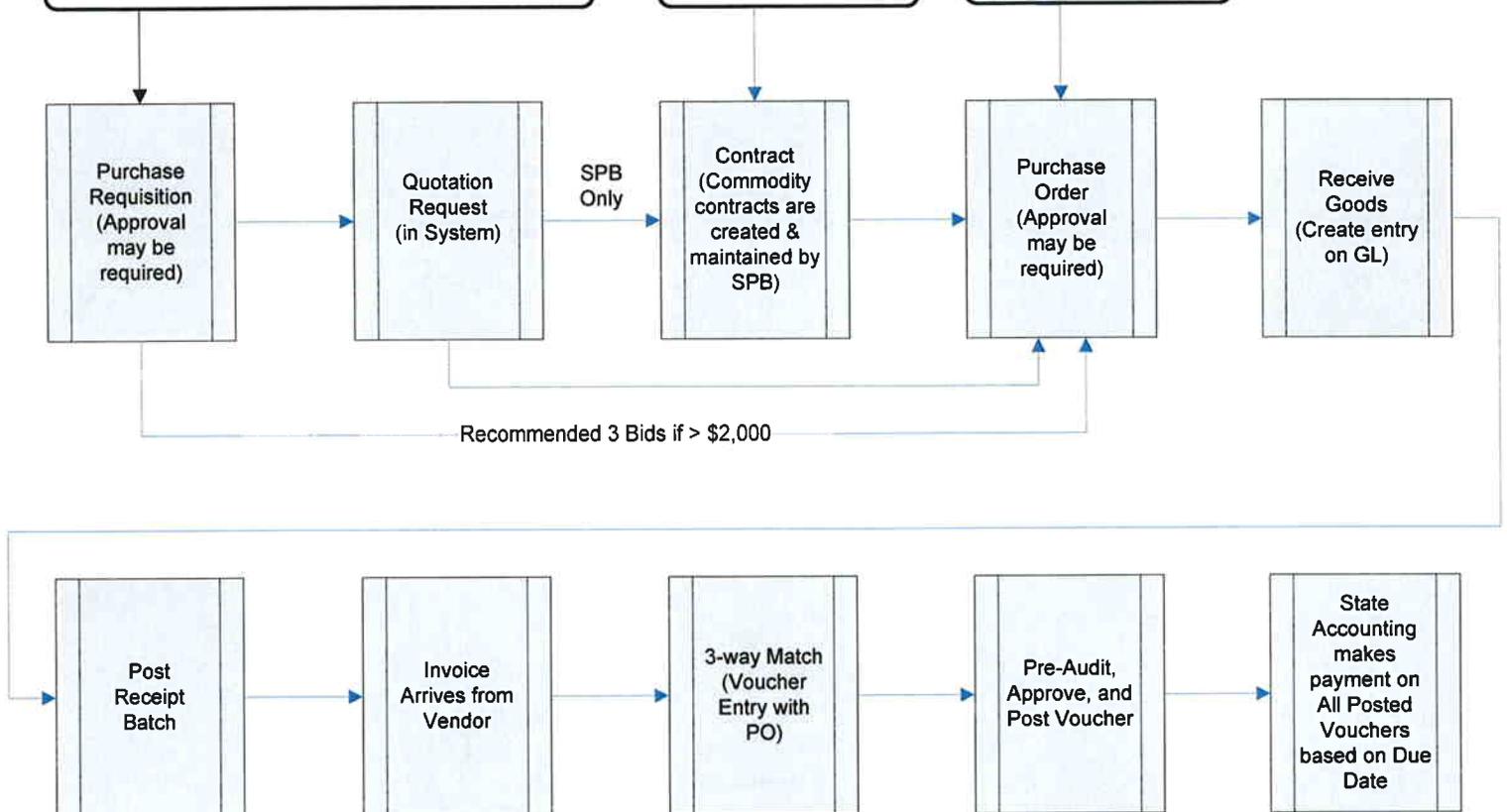
- 1) Agency requires Requisition
- 2) Exception Order
- 3) Item(s) > \$10,000
- 4) Requesting Commodity Contract be created by SPB

Start here if:

- 1) Commodity Contract already exists for the item(s)

Start here if:

- 1) Item(s) < \$10,000
- 2) Item(s) not on contract



*If a mistake is made during the receipt or voucher process, please refer to the Reverse Receipt training guide.

*Please refer to AS Materiel Division – State Purchase Bureau website for Procurement processes as they relate to State Statutes.

*Please refer to Menu Selections and Document Flows for more information on document types and process flows.