

Procuring Non Contract Stock Items Between \$0 and \$9999 (PF50007)

Overview

Process flow **PF50007** illustrates the process flow for procuring non-contract stock items, between \$0 and \$9999. The process begins with the entry and subsequent approval of a requisition. If the requisition is less than \$500, then a purchase order can be generated, approved and distributed to a vendor. This process flow also depicts an over \$500 flow, illustrating the generation of a quotation, entry of vendors to receive the bid, entering of the bid and generation of a purchase order. After a purchase order has been generated and distributed to a vendor, the purchase order can be received; 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.



