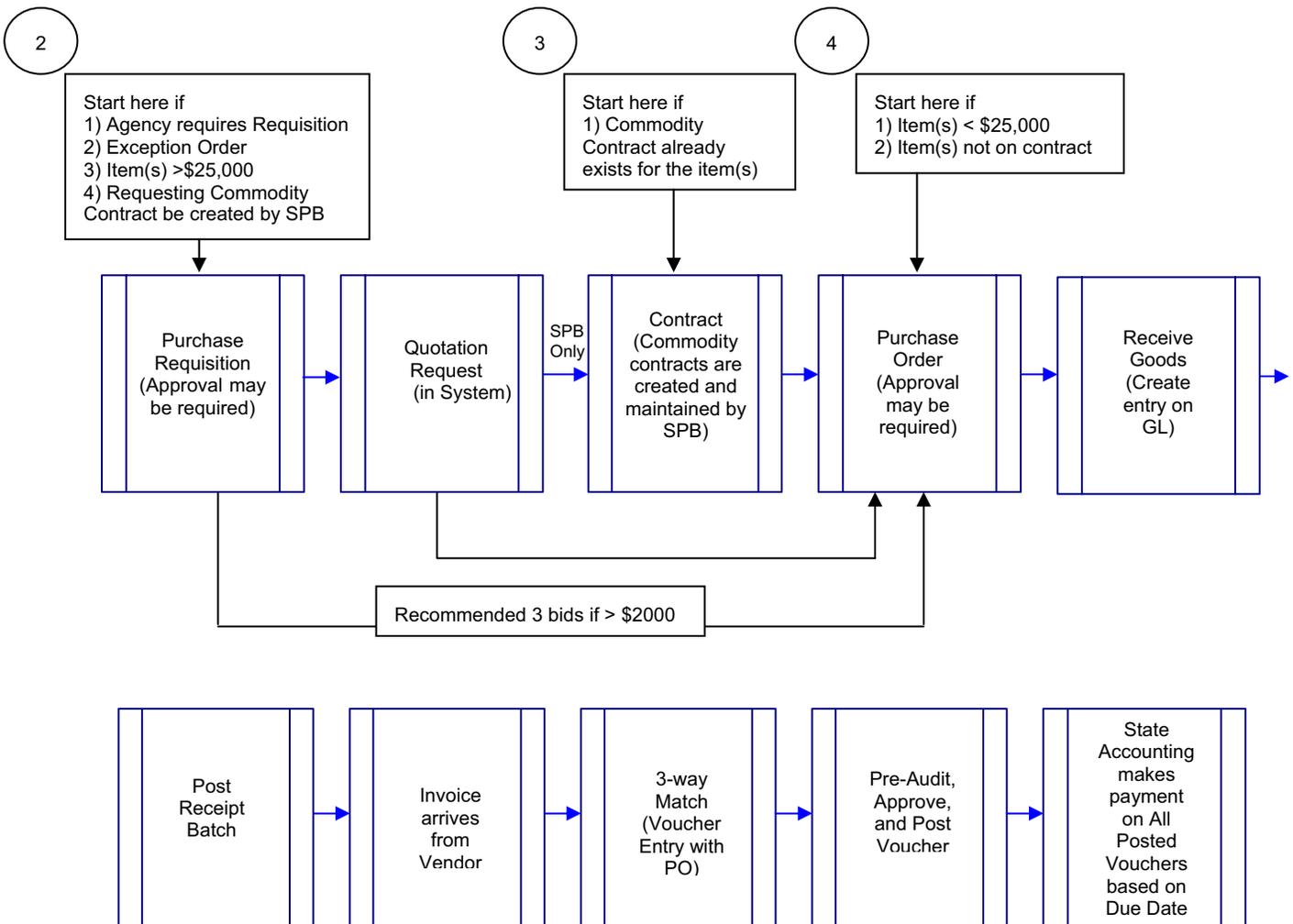


Procurement Model

Life Cycle of a Purchase Order – Commodities

- 1 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)
- ** A Purchase Order can be entered, if desired.



*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.