



Colorado School of Mines

Purchasing Methods



Methods of Purchasing

Purchasing methods include the different processes of ordering goods and/or services, and encumbering funds.

Method of Purchase

Direct Pay using a Voucher Request (VR)

VR and receipt are submitted directly to the Controller's Office for a check to be cut and sent directly to the Vendor.

Why: Used when a vendor will not accept a P-Card

When: The total dollar amount is *less than \$5,000*

Example: Doing business with an individual or small business that does not accept credit cards

Policy procedures (e.g.: items using Mines Trademarks) which require a PO still remain in effect.

Method of Purchase

One Card

P-card combined with the Travel Card into a “One Card”

Why: Most efficient method of purchasing (does not require the processing of a Purchase Order)

When: When the total dollar amount is less than \$4,500 and is not prohibited by One Card Policy

Example: Office supplies and lab supplies

P-Card users must attend training for additional policy and procedures

Method of Purchase

Purchase Order

Requires an **Electronic Requisition** to be submitted to Purchasing

Why: To encumber funds and to obtain required approvals applicable to each purchase **prior** to submitting an order

When: The dollar amount exceeds \$4,500 **OR** the purchase requires pre-approval from various departments (e.g.: items using the Mines trademarked logos)

Example: Purchasing expensive lab equipment

After the Fact Orders

For each purchase order, an **electronic requisition** must be submitted to Purchasing. Once processed, a purchase order will be submitted to the vendor. Each purchase order that does not follow this process prior to the order being placed is considered an “After-The-Fact”. “After-The-Fact” purchases must be reviewed and approved by the Controller’s Office. This may result in the end user being personally liable for the purchase.

CSM Financial Policy 2.2.5

Methods of Purchasing

Method of Purchase	Notes	Applicable
Direct Pay	VR and receipt are submitted directly to the Controller's Office for a check to be cut and sent directly to the Vendor.	Why: Used when a vendor will not accept a P-Card When: The total dollar amount is less than \$5,000
Procurement Card	Soon to be combined with the Travel Card into "One-Card" P-Card users must attend training	Why: Most efficient method of purchasing that does not require the processing of a Purchase Order When: The total dollar amount is less than \$4,500 and the purchase isn't prohibited by P-Card Policy
Purchase Order	Requires an Electronic Requisition to be submitted to Purchasing	Why: To encumber funds and to obtain required approvals applicable to each purchase prior to submitting an order When: The dollar amount exceeds \$4,500 OR the purchase requires pre-approval from various departments (e.g.: items using the Mines trademarked logos)

Questions?

If you have any questions please contact the
Purchasing Office:

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