Methods of Purchasing

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

Method of Purchase
Field Purchase Orders (FPO)

Accepted on an exception basis only. They require an Electronic Entry into Banner INB

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

When: the total dollar amount is *less than $1,000*

Example: Ordering business cards through the State

Method of Purchase
Procurement Card (P-Card)

Soon to be 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 P-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 School 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
Field Purchase Orders	Accepted on an exception basis only Require **electronic entry** into Banner INB	**Why:** Used when a vendor will not accept a P-Card **When:** The total dollar amount is less than $1,000
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 School trademarked logos)