**APS PROCUREMENT PROCESS FLOW CHART (Goods)**

Needs are recognized by the Site Administrator Specification or Statement of Work Developed

- **Is vendor a publisher or copyright holder?**
  - **YES**
    - Call Purchasing. Documentation may be required to use as an exemption from code.
  - **NO**
    - **Is vendor a sole source?**
      - **YES**
        - A sole source form (available on the Procurement website) must be approved by purchasing before a PO can be approved.
      - **NO**
        - Initiate a requisition. Pricing should reflect the contract, include shipping charges if applicable. Reference the contract number as a PO comment.

- **Is there an existing contract (either APS or other contract with the State, CES, other to cover the purchase?**
  - **YES**
    - A bid may be required. Provide specifications and suggested vendors to purchasing. **Allow at least six weeks for the process.**
  - **NO**
    - **Is the purchase over $50,000?**
      - **YES**
        - Obtain three quotes, if buying from other than the lowest quote, please provide justification.
      - **NO**
        - **Is the purchase over $10,000 but less than $20,000?**
          - **YES**
            - You may use a P-card or small purchase order (SPO).
          - **NO**
            - **Is the purchase under $1,000 and from a local vendor?**
              - **YES**
                - You may use a P-card or small purchase order (SPO).
              - **NO**

Enter a requisition. Use a separate line for each item. Use model numbers, catalog numbers, and as complete a description as possible. Add shipping if applicable. If quotes are required, provide in a PO comment.

APS is exempt from gross receipts tax on goods.

**WAIT FOR PURCHASING TO APPROVE AND ISSUE THE PURCHASE ORDER TO THE VENDOR. NEVER PLACE AN ORDER AGAINST A REQUISITION NUMBER.**