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

**Is the purchase under $1000 AND from a local vendor?**

- **YES**
  - You may use a P-card or small purchase order. (SPO).

- **NO**
  - **YES**
    - Is the purchase over $10,000 but less than $20,000?
    - **YES**
      - Obtain 3 quotes. If buying from other than lowest bidder, provide justification.
    - **NO**
      - **NO**
        - **NO**
          - **YES**
            - Is the purchase over $20,000.00?
            - **YES**
              - Do a direct purchase requisition. Pricing should be per the contract with prices and appropriate discounts reflected either in the description or as a separate line item. Don’t forget shipping charges, if applicable. Reference the Contract number, expiration date, and bid number in the remarks of the requisition.
            - **NO**
              - **YES**
                - Is there an existing contract (either in APS Purchasing or with the State, City Federal Govt. etc.) to cover the purchase?
                - **NO**
                  - **NO**
                    - **YES**
                      - Is vendor a sole source?
                      - **YES**
                        - Sole source letter or justification must be approved by Purchasing before a purchase order can be issued.
                      - **NO**
                        - Is vendor a publisher or copyright holder?
                        - **YES**
                          - Call Purchasing. Documentation may be required.
                        - **NO**
                          - Enter a direct purchase requisition. Use a separate line for each item. Use model numbers and provide as comprehensive a description as possible. Add shipping, if applicable. If quotes were required, provide them in remarks. APS is exempt from payment of gross receipts tax on goods.

- **NO**
  - **YES**
    - Is the purchase over $10,000 but less than $20,000?
    - **NO**
      - **YES**
        - Enter a direct purchase requisition. Use a separate line for each item. Use model numbers and provide as comprehensive a description as possible. Add shipping, if applicable. If quotes were required, provide them in remarks. APS is exempt from payment of gross receipts tax on goods.

WAIT FOR PURCHASING TO ISSUE A PURCHASE ORDER. DO NOT ORDER AGAINST THE REQUISITION NUMBER!!!

Revised 7/23/09