APS PROCUREMENT PROCESS FLOW CHART (Goods) Needs are recognized by the Site Administrator Specifications or Statement of Work Developed Call Purchasing. Is vendor a YES Documentation may be publisher or required to use as an copyright exemption from code. holder? NO A sole source form (available on the Procurement website) Is vendor a YES must be approved by sole source? purchasing before a PO can be approved. NO YES Initate a requisition. Is there an existing Pricing should reflect A bid may be required. Provide contract (either APS NO YES the contract, include specifications and suggested Is the purchase or other contract vendors to purchasing. Allow shipping charges if over \$60,000? with the State, CES, at least six weeks for the applicable. Reference other to cover the the contract number process. purchase? NO as a PO comment. Is the purchase Obtain three quotes, if over \$10,000 but buying from other than the less than \$20,000? lowest quote, please provide justification. Enter a requisition. Use a separate line for each item. NO Use model numbers, catalog numbers, and as complete a description as possible. Add shipping if applicable. If quotes are required, provide in a PO Is the purchase NO comment. You may use a P-card or small under \$1,000 purchase order (SPO). APS is exempt from gross receipts tax on goods. and from a local YES vendor? WAIT FOR PURCHASING TO APPROVE AND ISSUE THE PURCHASE ORDER TO THE VENDOR.

NEVER PLACE AN ORDER AGAINST A

REQUISITION NUMBER.