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

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<th>Method of Purchase</th>
<th>Notes</th>
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| **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) |