Purchase Process

1. **Need to purchase goods & services**
   - Pcard eligible?
     - Yes: Purchase via Procurement card
     - No: Direct pay eligible?
       - Yes: Create/edit requisition in PS
         - Budget check & approve
       - No: Assign req to buyer, advise requester of such (req becomes PO)

2. **Procurement**
   - PO dispatched to vendor who delivers goods/services
   - Assign req to buyer, advise requester of such (req becomes PO)
     - Req pass Procurement review?
       - Yes: Proceed
       - No: Revisions needed

3. **Accounts Payable**
   - Receive invoice from vendor
     - Goods or service?
       - Goods: 3-way review (PO, invoice & goods receipt match)
       - Service: 2-way review (PO & Invoice match)
     - Pass review?
       - Yes: Process check payment
       - No: Revisions needed