Coastal Carolina University Procurement Services

Purchasing Decision Flowchart

1. Is good/service an inventoriable item?  
   -or-  
2. Is there a potential vendor-provided contract or agreement involved in this purchase?  
   -or-  
3. Is cost greater than $10,000?

IF NO

IF YES

Prepare Purchase Requisition; attach quotes and other supporting documents/contracts/agreements

Obtain all approvals, as required, from Budget Officer, VP, Dean, Dept. Chair, ITS, Grants, Communication

Forward approved Purchase Requisition and supporting documents to Procurement Services

Continue to page 2

Additional information and assistance may be obtained through this link: FAQs

CCU Procurement Services 11/2011, rev. 02/2018
Is good/service on state contract and $5,000 or less?

IF YES

Obtain all approvals, as required, from Budget Officer, VP, Dean, Dept. Chair, ITS, Grants, Communication

-OR-

Purchase with p-card if authorized limit is sufficient and an allowable p-card expense

IF NO

Is cost $5,000 or less and not on state contract?

IF YES

Does price meet fair and reasonable guidelines?

IF YES

-OR-

Obtain advance approvals (as required) and place order with vendor

IF NO

Seek other source of supply

IF NO

Continue to page 3

Does price meet fair and reasonable guidelines?

IF NO

Seek other source of supply

IF NO

Continue to page 3

Additional information and assistance may be obtained through this link: FAQs

CCU Procurement Services 11/2011, rev. 02/2018
IF YES

Is cost $5,000.01 up to $10,000?

-OR-

Obtain minimum of 2 price references in addition to quote to meet fair and reasonable guidelines

-OR-

Obtain approvals, as required, from Budget Officer, VP, Dean, Dept. Chair, ITS, Grants, Communication

Additional references are not available; send explanatory email to Procurement Services for approval

-OR-

Purchase with p-card if authorized limit is sufficient and an allowable p-card expense

Receive approval from Procurement Services that price is fair and reasonable

-OR-

Obtain advance approvals (as required) and place order with vendor

Is good/service on state contract and $5,000.01 up to $10,000?

IF YES

Obtain invoice; complete Direct Payment Authorization (DPA); attach form and supporting documentation; send directly to AP for processing

IF NO

-OR-

Obtain advance approvals (as required, if any) and place order with vendor

Additional information and assistance may be obtained through this link: FAQs