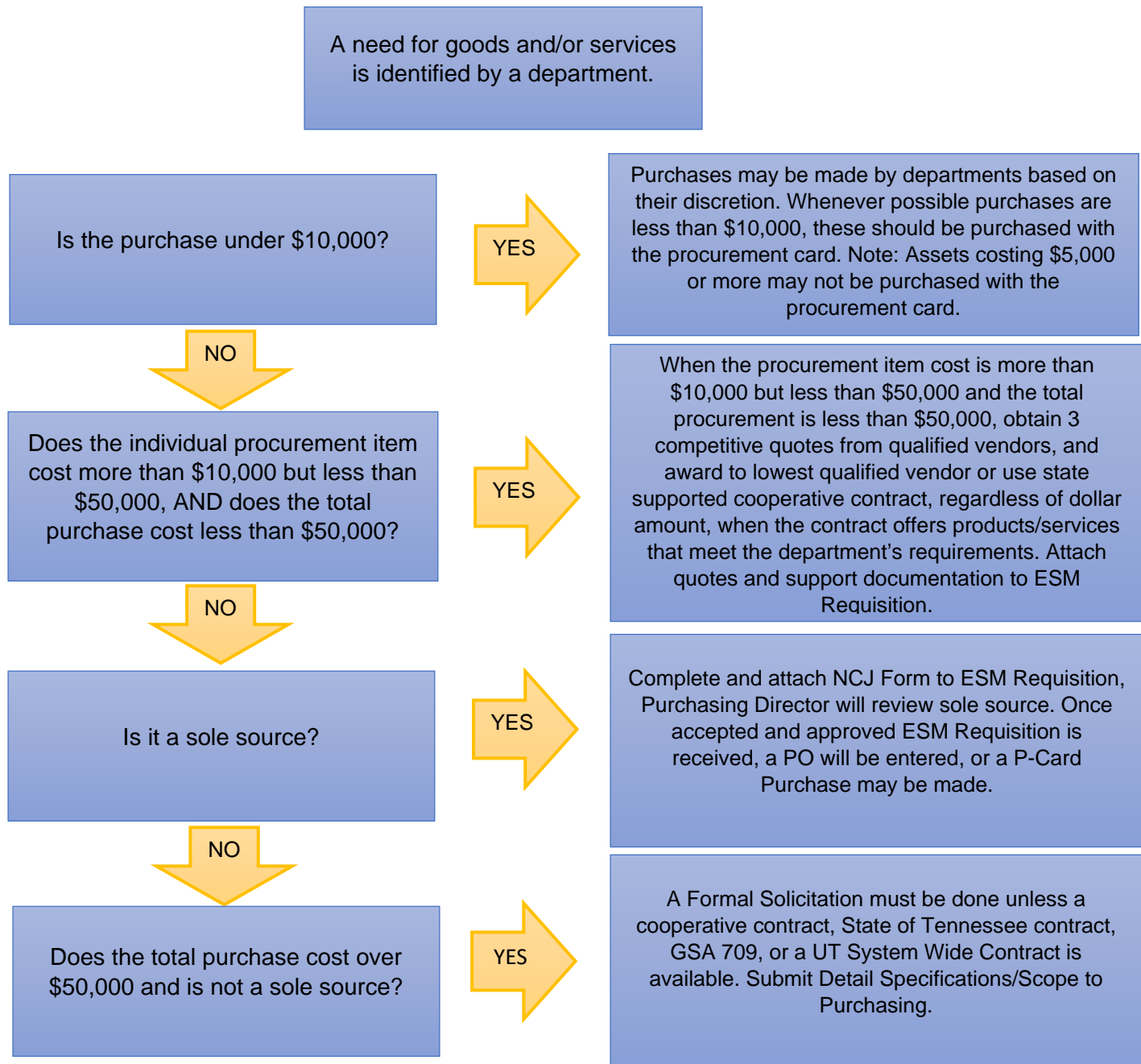


# Purchasing Flow Chart



**Note:** A department may “NOT” spend \$10,000.00 or “MORE” in a calendar year from the same vendor, they “MUST” initiate a purchase requisition and the items must be procured in a competitive manner. Departments may “NOT” “DIVIDE” invoices to stay below the \$10,000.00 threshold – Per Fiscal Policy: FI0405.