HOW TO BUY THINGS

- Goods and services under $5,000
  - Pcard

- Office supplies (Office Depot or Staples)
  - See Judy or Elaine
    - EZ Buy

- Goods and services over $5,000
  - Talk to Judy or Elaine FIRST
    - EZ Buy

CONTRACTS/AGREEMENTS

- Talk to Leslie to start the process
- Fill in top portion of contract review form (CRF)
- Send CRF and contract/agreement to Leslie

- College financial officer will finish routing for signatures

Questions? Talk to Leslie, Judy or Elaine

PO # is generated

Vendor sends invoice

Accounts Payable pays invoice using PO #

Everyone is happy and stays out of jail!