Purchase Type Decision Process

**START**

Need to purchase item or service with petty cash, check request, Pcard, blanket order, or PO requisition?

- **Yes**: Department uses new index or requests budget transfer.
- **No**: Determine if help from purchasing needed (i.e., need purchase order or blanket order).

Does the purchase contain software, cloud based services, IT equipment or IT consumables?

- **Yes**: Talk to Purchasing or send them PO requisition; Purchasing recommends Pcard?
  - **Yes**: Use Pcard
  - **No**: Use PO requisition
- **No**: Not sure which vendor to use or need help with quote or bid?

Determine if help from purchasing needed (i.e., need purchase order or blanket order)

- **Yes**: Email it-help@mtu.edu to start review process.
- **No**: Does Dept. decide to continue with Purchase?

- **Yes**: Use petty cash
- **No**: Does Department decide to continue with Purchase?

- **Yes**: Use petty cash
- **No**: **END**

Determine if Pcard can be used

- **Yes**: Does the frequency of purchases with vendor warrant a blanket order?
  - **Yes**: Use Blanket Order
  - **No**: Choose between PO requisition, blanket order, check request, or petty cash
    - **Yes**: Use Check Request
    - **No**: **END**

- **No**: Need to charge fund prohibited for pcard use? EX: Plant fund
  - **Yes**: Use Check Request
  - **No**: Vendor takes Mastercard?

- **Yes**: Reached credit card limit?
  - **Yes**: Ask Purchasing for a higher limit. Answer is:
    - **Yes**: Use Pcard
    - **No**: Use PO requisition
  - **No**: Use PO requisition
- **No**: Item is on pcard prohibited list?

- **Yes**: Use PO requisition
- **No**: Does the purchase contain software, cloud based services, IT equipment or IT consumables?

**END**