Purchase Type Decision Process

**START**

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

**Are there enough funds in index?**
- **Yes**
  - Department uses new index or requests budget transfer
  - Determine if help from purchasing needed (i.e. need purchase order or blanket order)

- **No**
  - Does Dept. decide to continue with Purchase?
    - **No**
      - END
    - **Yes**
      - Talk to Purchasing or send them PO requisition; Purchasing recommends Pcard?

**Determine if Pcard can be used**

- Item is on pcard prohibited list?
  - **Yes**
    - Choose between PO requisition, blanket order, check request, or petty cash
  - **No**
    - Need to charge fund prohibited for pcard use? EX: Plant fund
      - **Yes**
        - Vendor takes Mastercard?
          - **Yes**
            - Reached credit card limit?
              - **Yes**
                - Ask Purchasing for a higher limit. Answer is:
              - **No**
                - Use Pcard
          - **No**
            - Talk to Purchasing or send them PO requisition; Purchasing recommends Pcard?
    - **No**
      - Does the frequency of purchases with vendor warrant a blanket order?
        - **Yes**
          - Use Blanket Order
        - **No**
          - Fellowship, honorarium, membership, overpayment, refund?
            - **Yes**
              - Use Check Request
            - **No**
              - Minor item <$200 not on petty cash prohibited list?
                - **Yes**
                  - Use petty cash
                - **No**
                  - Use Pcard

**Equipment > $4999 and Capital Projects**

- Not sure which vendor to use or need help with quote or bid
  - **Yes**
    - Talk to Purchasing or send them PO requisition; Purchasing recommends Pcard?
  - **No**
    - Determine if help from purchasing needed (i.e. need purchase order or blanket order)

**Use Pcard**

**Use petty cash**

**Use Check Request**

**Use PO Requisition**

**Use Blanket Order**

**Rev.1 10/31/2022**