Buyer Process

The Procurement Buyer team’s process of turning a Special Requisition into a Purchase Order.

Requisitions are requests to purchase items or services, the Buyer team oversees the proper purchasing procedure per the University System of Georgia rules & regulations.

A requester submits a special requisition in PeopleSoft’s procurement application.

The ePro Administrator team receives & sorts the requisition to a Buyer.

The Buyer reviews the requisition for proper documentation & determines the best method for procuring items or services.

Buyer will review if the requested items/services are available on contract.

Signature Authority Limits
- Buyers – up to $50,000
- Director/Asst. Director – up to $100,000
- $100,000 or above requires Controller or CBO signatures

A purchase order (PO) is sourced & awaits approval from the Assistant Director of Procurement.

Once approved, the buyer dispatches the PO. It will be sent to the supplier if additional signatures are not needed.

The PO is sent to the supplier.

Links

Click here for the Georgia Procurement Manual (GPM)
Click here for the Department of Administrative Services (DOAS)
Click here for the State Purchasing Division (SPD)

Services
- Under $2,500 – E-Verify not needed
- $2,500 or more – E-Verify needed
- For University/Statewide Contracts an E-Verify is already on file

On Campus
- Lecturer – Certificate of Insurance not needed
- Other suppliers – Certificate of Insurance needed (in most cases)

Purchase is between $10,000-$24,999
- Not on contract – two additional quotes needed
- On contract – purchase can proceed

Purchase is $25,000 or more
- Not on contract – a formal solicitation must be placed on the GPR for bidding
- On contract – purchase can proceed

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