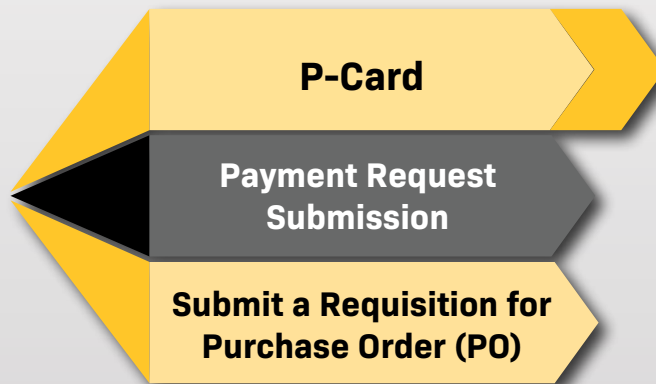


PURCHASE ORDERS (POs) AND REQUISITIONS GUIDE

For Purchases Under \$2,499.99

There are three options for payment transactions less than \$2,499.99



P-Card Holders Must:

- » Be mindful of what is and is not an allowable P-Card purchase
- » Be aware of Single Transaction Limits
- » Submit P-Card Approval Forms prior to purchase
- » Visit the P-Card Website and reach out to the P-Card Administrator for more info

For Purchases between \$2,499.99 and \$9,999.99

1 Does Your Purchase Require a Contract?

If your quote, scope of work or proposal includes "Terms and Conditions," a review through the Contract Management System (CMS) may be needed before PO can be issued. Once fully executed, be sure to include the contract number in your requisition. Visit the KSU Fiscal Services Contracts website.



Click or Scan

2 An ePro Requisition Must be Submitted Before You Purchase

For transactions between \$2,499.99 and \$10,000, an ePro Special Requisition must be submitted to be converted to a Purchase Order (PO) before you purchase goods or services. When you submit for a PO, be sure to include the correct budget information (ChartString), so the funds are pulled from the correct budget.

3 Submit Early

POs require several layers of approval in addition to Procurement, including Business Managers, Department Chairs, Environmental Health & Safety, UITS, etc. These approvals are not simultaneous. University closures and PTO can also create delays. We recommend submitting your request at least 2-3 weeks in advance to plan for this.

4 Don't Forget to Close the PO

After the services are rendered or the goods are received and payment has been issued, please submit a ServiceNow ticket with the PO number to Procurement with a request to close the PO.

PURCHASE ORDERS (POs) AND REQUISITIONS GUIDE



For Purchases Between \$10,000-\$25,000

In addition to the previous tips, transactions between \$10,000 - \$25,000 require an additional step.



Click or Scan

AGENCY
CONTRACTS



Click or Scan

STATEWIDE
CONTRACTS



Is Your Vendor on an Agency or State Contract?

Many vendors provide goods or services to KSU or the University System of Georgia. Check to see if your vendor is on the list.

IF YES, you do not need to get additional quotes.

IF NOT, you need to get 2-3 additional quotes from other vendors before you submit your request. Please include these quotes when you submit the requisition.

Purchases Above \$25,000

All transactions expected to be above \$25,000 and not on an existing State or Agency Contract must be submitted through the solicitation process. Visit the solicitation website to learn more.



Click or Scan