Start

- Purchase Decision Above $5K
  - YES: Create Contract for Review and Signature
  - NO: Service Type on Exempt List? (see box below)

- Service Type on Exempt List? (see box below)
  - YES: Enter a voucher with the correct “special category code”
  - NO: Request Waiver for Competitive Bid

Request Waiver for Competitive Bid

- Is Waiver for Competitive Bid Approved?
  - YES: Issue Purchase Order
  - NO: Post bid on IPS

Post bid on IPS

Receive & Evaluate Vendor Responses

Make Award Decision

Issue Purchase Order

Vendor Returns Signed Agreement

University Agreement Sent to Vendor

Issue Purchase Order

Exempt Purchases List

Advertising
Medical/Legal Services
Travel
Books

Select this link to see the full list of Special Category Codes.