**Procurement Methods**

1. Small Order Purchase Order (SOP)
2. Direct Purchase

**Procurement Method**

- **Purchasing Card**
- **Preferred Provider Purchase**

**Department Responsibilities**

**Purchasing Card**

1. Use the form on the Accounts Payable website to apply for a Purchasing Card
2. Review AP&P 1020 Purchasing Card Procedures to determine if your purchase is allowable
3. Review Exhibit 3 to determine if special approval is required
4. Research pricing
5. Select vendor
6. Keep all original receipts with the monthly statement
7. Restate your transactions thru SDOL each month so that they are charged to the appropriate fund and account
8. Cardholder and Cardholder’s supervisor must review and sign the statement each month
9. A/P posts transactions to Banner accounting expense account
10. Submit the approved statement to Accounts Payable

**Preferred Provider Purchase**

1. View www.oakland.edu/purchasing/provided_provider_account_information
2. Make purchase using the appropriate order method per provider agreement
3. Prepare payment paperwork and submit to Accounts Payable unless direct billing is authorized
4. Send PR to Purchasing

**Accounts Payable**

- Processes payment

**Procurement Method**

- **Purchase Requisition (PR) to Purchase Order (PO)**

**Procurement Methods**

- **Purchases Greater than $5,000 but less than $10,000**
- **Purchases Greater than $10,000 but less than $50,000**
- **Purchases $50,000 or greater**

**Purchasing Responsibilities**

**Purchase Order (PO)**

1. Send out product or service to bid if comparative pricing has not been completed
2. Work with Department to select a vendor
3. For new vendors obtain contract information and W-9
4. Work with OLA on contract review
5. Obtain other special approvals as indicated in Exhibit 3
6. Send purchase order to vendor

**Department Responsibilities**

1. Receive purchase
2. Prepare payment paperwork and submit to Accounts Payable unless direct billing is authorized

**Accounts Payable**

- Processes payment

**Purchasing Responsibilities**

**Purchase Requisition (PR)**

1. Send out product or service to bid
2. Work with Department to select a vendor
3. For new vendors obtain contract information and W-9
4. Work with OLA on contract review
5. Obtain other special approvals as indicated in Exhibit 3
6. Send purchase order to vendor

**Department Responsibilities**

1. Receive purchase
2. Prepare payment paperwork and submit to Accounts Payable unless direct billing is authorized

**Accounts Payable**

- Processes payment

**Purchasing Responsibilities**

**Preferred Provider Purchase**

1. Review Exhibit 3 to determine if special approval is required
2. Complete comparative pricing or ask buyer to complete for you
3. Create PR
4. Obtain appropriate fund and commitment authority approvals
5. Send PR to Purchasing

**Department Responsibilities**

1. Review Exhibit 3 to determine if special approval is required
2. Create PR
3. Obtain appropriate fund and commitment authority approvals
4. Send PR to Purchasing

**Accounts Payable**

- Processes payment

**Department Responsibilities**

1. Receive purchase
2. Prepare payment paperwork and submit to Accounts Payable unless direct billing is authorized

**Accounts Payable**

- Processes payment

**Procurement Method**

- **Direct Purchase Limited – See Exhibit 3**

**Department Responsibilities**

1. Receive purchase
2. Prepare payment paperwork and submit to Accounts Payable unless direct billing is authorized

**Accounts Payable**

- Processes payment

**Procurement Methods**

1. Small Order Purchase Order (SOP)
2. Direct Purchase

**Procurement Method**

- **Purchasing Card**
- **Preferred Provider Purchase**

**Department Responsibilities**

**Purchasing Card**

1. Use the form on the Accounts Payable website to apply for a Purchasing Card
2. Review AP&P 1020 Purchasing Card Procedures to determine if your purchase is allowable
3. Review Exhibit 3 to determine if special approval is required
4. Research pricing
5. Select vendor
6. Keep all original receipts with the monthly statement
7. Restate your transactions thru SDOL each month so that they are charged to the appropriate fund and account
8. Cardholder and Cardholder’s supervisor must review and sign the statement each month
9. A/P posts transactions to Banner accounting expense account
10. Submit the approved statement to Accounts Payable

**Preferred Provider Purchase**

1. View www.oakland.edu/purchasing/provided_provider_account_information
2. Make purchase using the appropriate order method per provider agreement
3. Prepare payment paperwork and submit to Accounts Payable unless direct billing is authorized
4. Send PR to Purchasing

**Accounts Payable**

- Processes payment