

I need to make a purchase!

Click [here](#) to view Supply Chain Key Terms

Use Punch-Out catalogs!

Can I buy my items in the punch-out catalogs?

Yes

No

Use P-Card!

Is my purchase \$3K or less?

Yes

No

Make Free-Text shopping cart with quote (make sure documents have been through contract routing, if applicable)

Is my purchase between \$3K and \$50K?

Yes, with a preferred vendor

Yes, with an approved vendor

Make Free-Text shopping cart, attaching one quote from the vendor

No

Make Free-Text shopping cart with THREE quotes OR Sole Source Justification Form + 1 quote from vendor

Is my purchase between \$50K and \$250K?

Yes, with a preferred vendor

Yes, with an approved vendor

No

Contact Supply Chain for assistance, as a formal RFQ/RFP process is required OR Sole Source Justification Form + 1 quote from vendor

Is my purchase over \$250K?

Yes, with a preferred vendor

Yes, with an approved vendor

