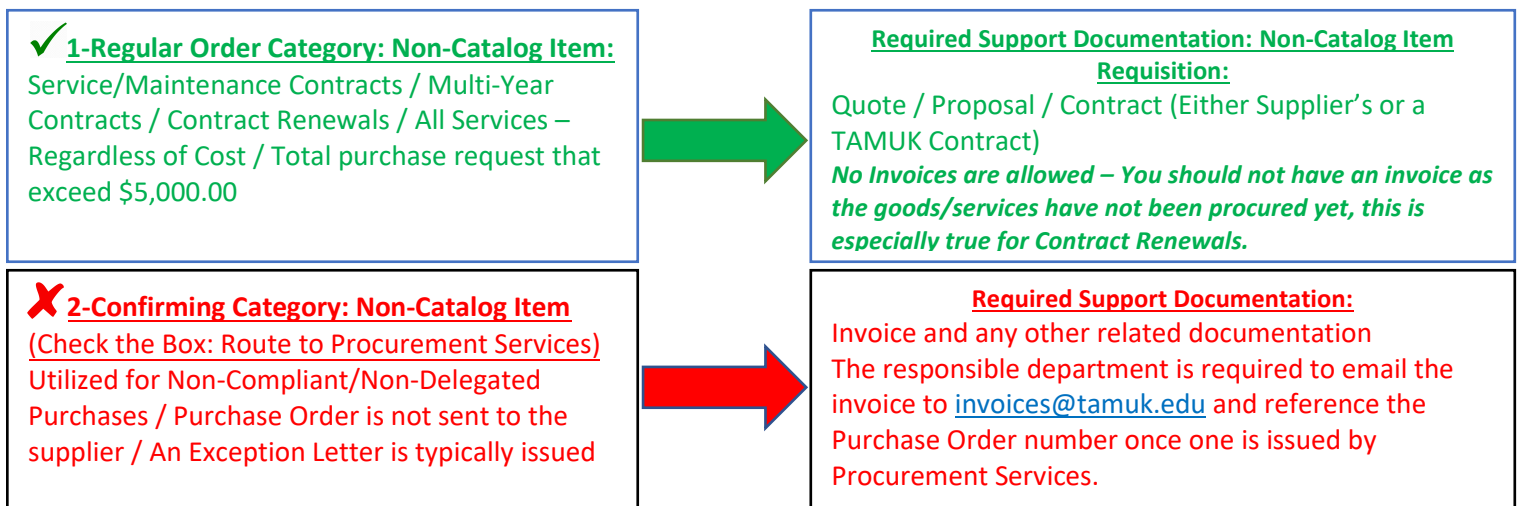


Procurement Process	Procurement Methods	Types of Purchases
<ol style="list-style-type: none"> 1. Identify Need 2. Identify Procurement Method 3. Obtain a Quote from the Supplier 4. Submit Requisition through JavelinaBuy 5. Purchase Order Issued to Supplier 6. Supplier Fulfills Order 7. Dept. Receives Good/Services 8. Supplier Invoices TAMUK 9. Accounts Payable Pays Supplier 	<ol style="list-style-type: none"> 1. Procurement Card (P-Card) 2. Non-PO Based Invoices (JavelinaBuy) 3. Requisitions (JavelinaBuy) <ul style="list-style-type: none"> • Punch-Out Catalog Requisitions • Non-Catalog Item Requisition 	<ol style="list-style-type: none"> 1. Delegated Purchases: Purchases that departments have the authority to process. 2. Non-Delegated Purchases: Purchases that departments must go through Procurement Services to process.

P-Card	<u>Type of Purchase: Delegated</u> Card Limits vary by departmental need / Expedited way to make purchases / Purchase up to \$5,000.00
Non-PO Based Invoice	<u>Type of Purchase: Delegated</u> Reimbursements / Memberships / Non-Controlled Items; all less than \$5,000.00
Punch-Out Catalog	<u>Type of Purchase: Delegated</u> Any Dollar Amount / No P-Card Transactions / Already Approved Contracted Items / Fast and Efficient / Invoices are automatically sent to Accounts Payable
Non-Catalog Item	<u>Type of Purchase: Non-Delegated & Delegated</u> Any Dollar Amount / Controlled Items / Items Not Available through a Punch-Out Catalog (Order Categories Below) / Items Not Allowed on P-Card / Stipends



<p>When do I check off: "Route to Procurement Services" on a Non-Catalog Item Requisition?</p>	<p>For All Contracts: Service – Maintenance Contracts, Multi-Year Contracts, Contract Renewals, All Services – Regardless of Cost, Non-Compliant/Non-Delegated Purchases</p>
---	--

Procurement Services
procurement@tamuk.edu
361-593-3814

<p>Items to Remember</p>	<p>Contracted vendors and HUB vendors should be sought out first for your procurement needs; never authorize services before obtaining an authorized purchase order.</p> <p>Utilize the Procurement & Travel Services website for information on the procurement process. https://www.tamuk.edu/finance/procurement/purchasing</p>
---------------------------------	--