PURCHASING METHODS COMPARISON

PURCHASING METHOD	Form	Instructions	BUSINESS UNITS	Limit	Payment Methods			Type of Purchase					Encumbered	Process		TIMELINE
	Resources		Type of Funding	Amount	PO	Credit Card (DO)	Check	Goods	Services	Travel	Reimbursement	Other		ARC	DO	
Online Requisition *•Blanket PO (BPO)* *•Maintenance PO (MPO)*	F	I	GENFD, CCDFD, COPFD	none	✓	✓[7]	✓	✓	✓	✓[5]	✓[1]		✓[4]		✓	5-7 business days for PO, Up to 10 business days for check
Limited Purchase Order	F	I	GENFD, CCDFD, COPFD	$1,000	✓		✓	✓	✓		✓[1]				✓	1-2 business days for PO, Up to 10 business days for check
Check Request	F	I	GENFD, CCDFD, COPFD	none			✓					✓[3]			✓	Up to 10 business days for check
Credit Card (ARC) *(Emergency Use ONLY)* [8]			GENFD, CCDFD, BANAR, SCOAR	$1,000				✓	✓					✓		1-2 business days
Revolving Check Request *(Emergency Use ONLY)*	F	I	GENFD, CCDFD, COPFD, BANAR, SCOAR	$1,000			✓	✓	✓					✓		1-2 business days
Revolving Cash Request *(Emergency Use ONLY)*	F	I	GENFD, CCDFD, COPFD, BANAR, SCOAR	$50				✓		✓[2]				✓		1-2 business days
Campus Based Requisition	F	I	BANAR, SCOAR	none	✓	✓	✓	✓	✓	✓[6]	✓[1]			✓		2 business days for PO, Up to 10 business days for check
Travel Authorization Request	F	I	GENFD, CCDFD, COPFD, BANAR, SCOAR	none						✓					✓	Up to 10 business days for check

RESOURCES:
- Business Services Forms
- Check Run & Report Schedule
- Funding Sources
- PeopleSoft Webpage
- Purchasing Handbook

BUSINESS UNITS
- BANAR - Associated Student Government, Clubs & Foundation Fund
- CCDFD - Childcare Fund
- COPFD - Capital Outlay Fund
- GENFD - General Fund
- SCOAR - Instructional Related & Campus Trust Fund

NOTES
[1] Must be pre-approved by VPA
[2] Must be pre-approved by Manager
[3] Grants, stipends, facility use, library fines, etc.
[4] Budget set aside for purchase order
[5] Only for group virtual conference registration for 3 or more indiviuals
[6] Travel Authorization Request Form Required
[7] See Instructions for purchases requring credit card payment
[8] Contact BSO Supervisor