

## PURCHASING METHODS COMPARISON

PURCHASING METHOD	Form Instructions		BUSINESS UNITS	Limit	PO	Credit Card (DO)	Check	Goods	Services	Travel	Reimbursement	Other	Encumbered	ARC	DO	TIMELINE
	Resources	Type of Funding														
<b>Online Requisition</b> •Blanket PO (BPO) •Maintenance PO (MPO)	<a href="#">E</a>	<a href="#">I</a>	GENFD, CCDFD, COPFD	none	✓	✓ <sup>7</sup>	✓	✓	✓	✓ <sup>5</sup>	✓ <sup>1</sup>		✓ <sup>4</sup>		✓	5-7 business days for PO, Up to 10 business days for check
<b>Limited Purchase Order</b>	<a href="#">E</a>	<a href="#">I</a>	GENFD, CCDFD, COPFD	\$1,000	✓		✓	✓	✓		✓ <sup>1</sup>				✓	1-2 business days for PO, Up to 10 business days for check
<b>Check Request</b>	<a href="#">E</a>	<a href="#">I</a>	GENFD, CCDFD, COPFD	none			✓					✓ <sup>3</sup>			✓	Up to 10 business days for check
<b>Credit Card (ARC)</b> <i>(Emergency Use ONLY)</i> <sup>8</sup>			GENFD, CCDFD, BANAR, SCOAR	\$1,000				✓	✓						✓	1-2 business days
<b>Revolving Check Request</b> <i>(Emergency Use ONLY)</i>	<a href="#">E</a>	<a href="#">I</a>	GENFD, CCDFD, COPFD, BANAR, SCOAR	\$1,000			✓	✓	✓						✓	1-2 business days
<b>Revolving Cash Request</b> <i>(Emergency Use ONLY)</i>	<a href="#">E</a>	<a href="#">I</a>	GENFD, CCDFD, COPFD, BANAR, SCOAR	\$50				✓			✓ <sup>2</sup>				✓	1-2 business days
<b>Campus Based Requisition</b>	<a href="#">E</a>	<a href="#">I</a>	BANAR, SCOAR	none	✓	✓	✓	✓	✓	✓ <sup>6</sup>	✓ <sup>1</sup>				✓	2 business days for PO, Up to 10 business days for check
<b>Travel Authorization Request</b>	<a href="#">E</a>	<a href="#">I</a>	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

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