Purchasing – Workflow for CARES Act Funds

Under $5,000

1. Identify need
2. Request 3 Quotes from Vendors
3. Select Vendor
4. Order item with Pcard
5. Receive Goods
6. Code receipt to reconcile Pcard statement w/ COV19

$5,000-$29,999

1. Request 3 Quotes from Vendors
2. Submit small CARES Act funding form to M. Meyers
3. Request Requisition to L. Powell
4. Process PO
5. Send final PO to Dept or Vendor
6. Receive Goods
7. Submit dept. approved invoice to L. Powell
8. Submit Approved invoice to AP for Payment

Color Legend
- Department
- Purchasing

Department takes the lead on this step, but Purchasing can assist

Finance and Administrative Services

Symbol Legend
- Start or End of Process
- Decision Step
- Process Step
- Create Document
- Flow Direction
Purchasing – Workflow for CARES Act Funds

**Over $30,000**

- Identify need

**$30,000-$49,000**

- Submit small CARES Act funding form to M. Meyers

- Existing Contract
  - Request Requisition to L. Powell
  - Process PO
  - Send final PO to Dept or Vendor
  - Receive Goods
  - Submit dept. approved invoice to L. Powell
  - Submit Approved invoice to AP for Payment

- New Contract
  - Validate Purchasing Process
  - Use standard purchasing process
  - Require Board Approval?
    - Yes
      - Write Resolution, Present to Board
    - No

**Over $50,000**

- Submit large CARES Act funding form to M. Meyers

- Existing Contract

- New Contract