

PURCHASE ORDER

BUYING SOMETHING \$10K OR LESS



Approach One

Review vendor document(s); e.g. SOW, quote, order form or contract, to make sure it reflects what you wish to purchase. Create a Requisition and attach vendor document(s). Obtain Requisition approvals and issue a Purchase Order. **Do NOT sign any vendor documents.**



Approach Two

If vendor rejects the Purchase Order because a signature is required, then submit vendor documents through the Contracts+ module in RealSource. The Contracts team will negotiate and finalize the contract.



Pcard Purchases

Pcard rules and thresholds must be followed. If vendor is not requiring a signature, then pay with the pcard. If vendor is requiring a signature, then send documents through the Contracts+ module in RealSource. The Contracts team will negotiate and finalize the contract.



Reminders

The **Vendor MSAs** spreadsheet, available on the Procurement Services web site, provides guidelines for making purchases with specific local vendors. If you have questions or concerns about a purchase, send an email to contracts@vcu.edu