

PURCHASE ORDER

BUYING SOMETHING WITH VCU FUNDS?



Are you spending VCU funds or VCUHS funds?

VCU and VCUHS are separate entities. VCUHS funds? Go to VCUHS procurement: purchasingdept@vcuhealth.org VCU funds? Go to VCU procurement. Email: purchasing@vcu.edu or speak to your division's fiscal administrator



What are you buying?

What do you expect to receive from the vendor? What tasks will the vendor perform? What goods will the vendor deliver? What tasks will VCU perform to make sure the vendor can do its job?



Which Procurement method is right?

Do not choose a vendor without contacting Procurement. VCU must meet the public competition requirements. For an overview, visit the Procurement web site → Document Library → Procurement Methods Quick Guide



A Procurement team member will walk you through the right steps:

1. Compete the purchase, if necessary
2. Choose the vendor
3. Negotiate a contract compliant with Virginia law
4. Issue a purchase order