Buying Tool Decision Tree

Type of Purchasing Tool Process Create a Non-Catalog Requisition: UniPrint, Comm Media, Tech Hub, Univ conf/mtg centers: State 4-H Internal Supplier Center, Blackwell, Fawcett, Ohio Union, etc. MarketPlace/Buckeye Buy -Create a Requisition: Staples, automated PO purchases from **Buying Tool Decision Tree Contracted Catalog Suppliers** catalog suppliers Create a Requisition: for services, Purchase Orders- Nonpreferred suppliers with no catalog Catalog, Blanket (rare) Create Expense Report- checkmark PCard - County Credit Cards the box at bottom to expense. See Restrictions List. Write a check. See Restrictions List. Must adhere to policy and **Local Checking Account** document transactions in ledger. Create an Expense Report: Rare, non-travel goods & services. Personal Funds Preapproval as reimbursement can be denied.

Most Preferred Method

> Less Preferred Method