Purchase of Goods Flowchart

1. Secure Funding for Purchase
2. Obtain Quote from Vendor
   - If more than $10,000, three quotes are needed
3. Complete Request for Purchase Form
   - Request is routed to MUED/MUCT or MUSP Secretary
4. Determination of ICA process, Existing Vendor or P-Card
   - If individual/new vendor, ICA process initiated
   - If existing vendor, Requisition in Falcon’s Purch
   - If P-Card, purchase is made
5. ICA executed and PaymentWorks initiated
   - PO is cut
     - END OF PROCESS-
   - P-Card is reconciled
     - END OF PROCESS-
6. Vendor completes PaymentWorks process
   - PaymentWorks Rejected. Reasons for rejection: OPERS, ICA or Direct Deposit
     - Vendor must login to PaymentWorks to make corrections or complete process
     - If not resolved, vendor does not get paid
       - END OF PROCESS-
   - PaymentWorks Rejected. (NM is not notified)
     - Payment Works approved
     - NM completes Requisition, Payment is processed
       - END OF PROCESS-

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