Procurement and Contracting Process Flowchart

	Procurement Process	Contracting Process	Requisition/PO

Phase

Start

Existing UH contract? — Yes → Place order and pay with SC voucher, regular voucher, or P-Card

No ↓

UH Service Center or Auxiliary? — Yes →

No ↓

Spot purchase? — Yes → Select vendor

No ↓

Informal bid? — Yes → Obtain 3 quotes (2 from HUB vendors) → **Contract needed?**

No ↓

Formal solicitation? — Yes → Provide information to Purchasing for solicitation → **Contract needed?**

No ↓

Sole source? — Yes → Send Sole Source Justification form to Purchasing for approval → **Contract needed?**

No ↓

State Contract or Purchasing Cooperative? — Yes →

No ↓

Emergency Purchase → Write memo to Purchasing explaining the emergency

Contract needed? — No → Place order and pay with SC voucher, regular voucher, or P-Card

Contract needed? — Yes → Email quotes to Purchasing to approve bid process before signing contract

Contract needed? (Informal bid) — No ; Yes →

Contract needed? (Formal solicitation) — No ; Yes →

Contract needed? (Sole source) — No ; Yes →

Contract needed? — Yes → **Under $25K and using Standard Agreement or Standard Addendum?**

Under $25K and using Standard Agreement or Standard Addendum? — No → Send draft contract to Contract Administration for review and approval after confirming and finalizing business terms → Obtain both UH and vendor signature on the contract

Under $25K and using Standard Agreement or Standard Addendum? — Yes → Obtain both UH and vendor signature on the contract

Obtain both UH and vendor signature on the contract → Send Requisition to Purchasing using CN730 or CN783 → Purchasing creates PO to encumber contract

Send Requisition to Purchasing using 00730 or 00783 → Purchasing issues PO to vendor