

PURCHASING METHODS COMPARISON

PURCHASING METHOD	Form Instructions		BUSINESS UNITS	Limit	PO	Credit Card ¹ (DO)	Check	Goods	Services	Travel	Reimbursement	Other	Encumbered	ARC	DO	TIMELINE
	Resources	Type of Funding														
Online Requisition •Blanket PO (BPO) •Maintenance PO (MPO)	E	I	GENFD, CCDFD, COPFD	none	✓	✓ ⁷	✓	✓	✓	✓ ⁵	✓ ¹		✓ ⁴			5-7 business days for PO, Up to 10 business days for check
Limited Purchase Order	E	I	GENFD, CCDFD, COPFD	\$1,000	✓		✓	✓	✓		✓ ¹				✓	1-2 business days for PO, Up to 10 business days for check
Check Request	E	I	GENFD, CCDFD, COPFD	none			✓					✓ ³			✓	Up to 10 business days for check
Credit Card (ARC) <i>(Emergency Use ONLY)</i> ⁸			GENFD, CCDFD, BANAR, SCOAR	\$1,000				✓	✓					✓		1-2 business days
Revolving Check Request <i>(Emergency Use ONLY)</i>	E	I	GENFD, CCDFD, COPFD, BANAR, SCOAR	\$1,000			✓	✓	✓					✓		1-2 business days
Revolving Cash Request <i>(Emergency Use ONLY)</i>	E	I	GENFD, CCDFD, COPFD, BANAR, SCOAR	\$50				✓			✓ ²			✓		1-2 business days
Campus Based Requisition	E	I	BANAR, SCOAR	none	✓	✓	✓	✓	✓	✓ ⁶	✓ ¹			✓		2 business days for PO, Up to 10 business days for check
Travel Authorization Request	E	I	GENFD, CCDFD, COPFD, BANAR, SCOAR	none						✓					✓	Up to 10 business days for check

RESOURCES:

- [Business Services Forms](#)
- [Check Run & Report Schedule](#)
- [Funding Sources](#)
- [PeopleSoft Webpage](#)
- [Purchasing Handbook](#)

BUSINESS UNITS

- BANAR - Associated Student Government, Clubs & Foundation Fund
- CCDFD - Childcare Fund
- COPFD - Capital Outlay Fund
- GENFD - General Fund
- SCOAR - Instructional Related & Campus Trust Fund

NOTES

- ¹ Must be pre-approved by VPA
- ² Must be pre-approved by Manager
- ³ Grants, stipends, facility use, library fines, etc.
- ⁴ Budget set aside for purchase order
- ⁵ Only for group virtual conference registration for 3 or more individuals
- ⁶ Travel Authorization Request Form Required
- ⁷ [See Instructions for purchases requiring credit card payment](#)
- ⁸ Contact BSO Supervisor