

AUTHORIZED PURCHASING PROCESS

See Procurement and Contract Standards: <https://www.mtsu.edu/policies/business-and-finance/631.php>

1. What do you want to purchase? Get multiple quotes/estimates from Suppliers.
2. Enter information into the appropriate MT\$ource Requisition form – Add and Go To Cart – Proceed to Checkout
3. Requisition (request to purchase) is created (this contains the information needed for the Purchase Order)
4. Place Order – Approval process completes - Purchase Order is created (PO #)
5. Purchase Order is sent to Supplier by method on file (email preferred) in MT\$ource.
 - Supplier fulfills the Purchase Order - Goods or Services are provided to you.
 - Supplier submits an **Invoice** for the goods or services provided to invoice@mtsu.edu
6. You create a Receipt on the Purchase Order **AFTER** receipt of goods or services.
 - Invoices cannot be paid until a receipt is created.
 - Cost Receipts for blanket POs or services in dollar amounts
 - Quantity Receipts for a specific number of items
7. Accounts Payable pays Invoices received at invoice@mtsu.edu after the Purchase Order has been issued and it has been properly receipted.

➤ Things to Avoid:

- Do not make unauthorized purchases. The only methods for purchase are Requisition and PCard. Doing so makes **you** liable for the purchase.
- If you receive an invoice from a Supplier – **forward** to invoice@mtsu.edu. There must be evidence the Invoice was sent by the Supplier.
- Do not attach the Supplier's Invoice to the Purchase Order or Requisition.