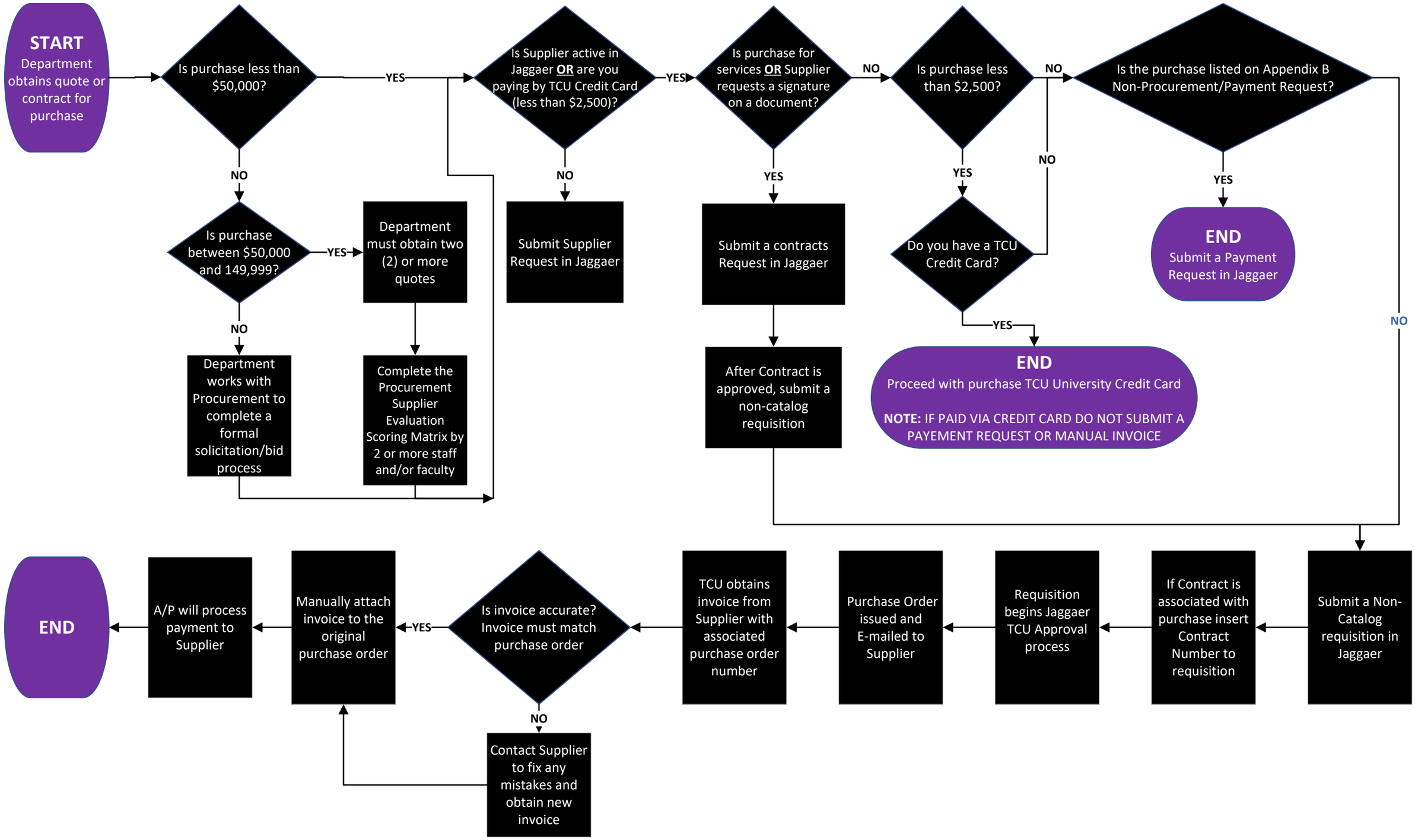
START
Department obtains quote or contract for purchase
Is purchase less than $50,000?
YES
NO
Is purchase between $50,000 and 149,999?
YES
NO
Department must obtain two (2) or more quotes
Department works with Procurement to complete a formal solicitation/bid process
Complete the Procurement Supplier Evaluation Scoring Matrix by 2 or more staff and/or faculty
Is Supplier active in Jaggaer OR are you paying by TCU Credit Card (less than $2,500)?
YES
NO
Submit Supplier Request in Jaggaer
Is purchase for services OR Supplier requests a signature on a document?
YES
NO
Submit a contracts Request in Jaggaer
After Contract is approved, submit a non-catalog requisition
Is purchase less than $2,500?
YES
NO
Do you have a TCU Credit Card?
YES
NO
END
Proceed with purchase TCU University Credit Card
NOTE: IF PAID VIA CREDIT CARD DO NOT SUBMIT A PAYEMENT REQUEST OR MANUAL INVOICE
Is the purchase listed on Appendix B Non-Procurement/Payment Request?
YES
NO
END
Submit a Payment Request in Jaggaer
Submit a Non-Catalog requisition in Jaggaer
If Contract is associated with purchase insert Contract Number to requisition
Requisition begins Jaggaer TCU Approval process
Purchase Order issued and E-mailed to Supplier
TCU obtains invoice from Supplier with associated purchase order number
Is invoice accurate? Invoice must match purchase order
YES
NO
Contact Supplier to fix any mistakes and obtain new invoice
Manually attach invoice to the original purchase order
A/P will process payment to Supplier
END