DO I NEED A PURCHASE ORDER?

A QUICK GUIDE FOR CSE PURCHASES

ARE YOU PURCHASING A SERVICE?

A service is work performed by a vendor that creates value through activities, expertise, labor, or outcomes.

Examples of Services:

- Independent Contractors
- Water Service or Copier Services
- Repairs or Maintenance Providers
- IT Software Implementation, Maintenance Agreements, Subscriptions
- Consultants
- Guest Speakers
- Trainers
- Catering Services
- Rentals

YES

PURCHASE ORDER IS REQUIRED.

Obtain a PO BEFORE work begins, regardless of the dollar amount.

NO

ARE YOU PURCHASING GOODS?

YES

A PURCHASE ORDER MAY BE REQUIRED.

A PO is required for certain goods, such as chemicals, items requiring an ITPR, and some ITSS equipment, as well as when a quote has terms and conditions or when a signed agreement is required. Contact csepo@csuchico.edu to determine the appropriate type of payment for your purchase.

NO

WILL PURCHASES FROM THIS VENDOR TOTAL $10,000 OR MORE WITHIN A ROLLING 12-MONTH PERIOD?

Includes both goods and services.

YES

PURCHASE ORDER & PROCUREMENT REVIEW ARE REQUIRED.

Complete and submit **one** of the following to: cseprocurement@csuchico.edu.

- Vendor Selection/ Competitive Bid Form
  OR
- Sole Source/Sole Brand Justification Form
  (only if similar goods/services cannot be provided by another vendor)

NO

A PURCHASE ORDER IS NOT REQUIRED.

You may be able to use a different payment method. Contact csepo@csuchico.edu with any questions.

When in doubt, contact the PO team **BEFORE** you place your order or engage a vendor.

QUESTIONS?
Contact the PO team at csepo@csuchico.edu. We're here to help!

Chico State Enterprises