

## FI0405: Procurement Guidance Document

Contract	Purchase Order
Purchases of services will go through the contract process after the university completes a competitive sourcing process, when applicable.	Purchases of goods will go through the requisition process and are processed on a purchase order.
All rental/license agreements and all lease agreements (for real property and for equipment/goods) will go through the contract process. This requirement applies when the university is a lessor and in situations where the university is a lessee.	Other transactions, when the procurement office believes that a purchase order is the best document for the transaction.
Purchases with international vendors (companies or individuals outside of the U.S. and its territories) must be processed through the contract process, except transactions for library subscription agreements to databases, licenses, journals, etc.	
Anytime the vendor requires that the university sign a contract, the purchase must be processed through the contract process.	

If you have questions about this guidance document, please contact your procurement office.