Methods of Purchasing

Purchasing methods include the different processes of ordering goods and/or services, and encumbering funds.
Method of Purchase

Direct Pay using a Voucher Request (VR)

VR and receipt are submitted directly to the Controller’s Office for a check to be cut and sent directly to the Vendor.

Why: Used when a vendor will not accept a P-Card

When: The total dollar amount is less than $5,000

Example: Doing business with an individual or small business that does not accept credit cards

Policy procedures (e.g.: items using Mines Trademarks) which require a PO still remain in effect.
Method of Purchase

One Card

P-card combined with the Travel Card into a “One Card”

**Why:** Most efficient method of purchasing (does not require the processing of a Purchase Order)

**When:** When the total dollar amount is less than $4,500 and is not prohibited by One Card Policy

**Example:** Office supplies and lab supplies

*P-Card users must attend training for additional policy and procedures*
Method of Purchase

Purchase Order

Requires an *Electronic Requisition* to be submitted to Purchasing

**Why:** To encumber funds and to obtain required approvals applicable to each purchase *prior* to submitting an order

**When:** The dollar amount exceeds $4,500 *OR* the purchase requires pre-approval from various departments (e.g.: items using the Mines trademarked logos)

**Example:** Purchasing expensive lab equipment
After the Fact Orders

For each purchase order, an **electronic requisition** must be submitted to Purchasing. Once processed, a purchase order will be submitted to the vendor. Each purchase order that does not follow this process prior to the order being placed is considered an “After-The-Fact”. “After-The-Fact” purchases must be reviewed and approved by the Controller’s Office. This may result in the end user being personally liable for the purchase.

CSM Financial Policy 2.2.5
# Methods of Purchasing

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<thead>
<tr>
<th>Method of Purchase</th>
<th>Notes</th>
<th>Applicable</th>
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| **Direct Pay**     | VR and receipt are submitted directly to the Controller’s Office for a check to be cut and sent directly to the Vendor. | **Why:** Used when a vendor will not accept a P-Card  
**When:** The total dollar amount is less than $5,000 |
| **Procurement Card** | Soon to be combined with the Travel Card into “One-Card”  
P-Card users must attend training | **Why:** Most efficient method of purchasing that does not require the processing of a Purchase Order  
**When:** The total dollar amount is less than $4,500 and the purchase isn’t prohibited by P-Card Policy |
| **Purchase Order** | Requires an *Electronic Requisition* to be submitted to Purchasing | **Why:** To encumber funds and to obtain required approvals applicable to each purchase *prior* to submitting an order  
**When:** The dollar amount exceeds $4,500 OR the purchase requires pre-approval from various departments (e.g.: items using the Mines trademarked logos) |
Questions?

If you have any questions please contact the Purchasing Office:

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