

PURCHASING PROCEDURES

1. Check the Purchasing website to verify current vendor and vendor information. <https://cfbpurchasing.com/>
 - 1a. If vendor is not on website contact your purchasing buyer – they may have them on another contract or cooperative.
2. **GET QUOTE!! - MANDATORY**
 - 2a. Quote is equal to one or more of the following:
 - Email with full description, quantity, shipping, discount and total
 - Verbal quote form – available on purchasing website
 - Online shopping cart
 - Formal Quote from vendor (our RFP # or Cooperative Name & Contract #)

*****If using a cooperative (Buy board, TCPN, 2013, EPCNT, etc.) contract number MUST be on the quote. You will need to advise the vendor that the Cooperative Name and contract number MUST be on the requested quote. Requisition will be denied if this information is not provided*****

Example: Buy board 413-12

3. Create the requisition/PO and attach the quote and special instructions from the purchasing website.

*****Requisitions must have individual lines for each item. Requisitions may be denied if each item is not listed, there are no special instructions, or quote attached. Please call for questions*****
4. Send purchase orders to the vendors via email, fax or in person. It is **YOUR** responsibility to verify the vendors have received your order.

OPEN PURCHASE ORDERS

1. Same rules above apply for Open Purchase orders
2. Special Instructions must be entered in the description field.
3. When adding funds you **MUST** attach receipts for all released amounts. Money will not be added until these receipts are attached.

*******GENERAL INFORMATION NOTES*******

1. Do not use "Warehouse" as a category.
2. Justification will not print on the purchase order – it is an information only field
3. **ALWAYS** check the Purchasing website first – information is updated continually
4. **NEVER** copy a previous purchase order
5. Any questions please contact your purchasing buyer – we are here to help!