

AUTHORIZED PURCHASING PROCESS

See Procurement and Contract Standards: <https://www.mtsu.edu/policies/business-and-finance/631.php>

1. What do you want to purchase? Get quotes/estimates from Suppliers.
2. Enter information into the appropriate MTSource Requisition form. Attach the quote/estimate.
 - Make sure Supplier Fulfillment Address and PO Distribution is up to date. If not, contact Procurement at purchase@mtsu.edu for assistance.
 - Add and Go to Cart – Proceed to Checkout
3. Requisition (request to purchase) is created. This contains the information needed for the Purchase Order. Be specific with your Product Description.
4. Place Order – Approval process completes - Purchase Order is created (PO #)
5. Purchase Order is sent to Supplier by method on file (email preferred) in MTSource.
 - Supplier fulfills the Purchase Order - Goods or Services are provided to you.
 - Supplier submits an **Invoice** for the goods or services provided to invoice@mtsu.edu
6. You create a Receipt on the Purchase Order **AFTER** receipt of goods or services.
 - Invoices cannot be paid until a Receipt is created.
 - Create a Cost Receipt for blanket POs or services in dollar amounts.
 - Create a Quantity Receipt for a specific number of items.
7. Accounts Payable pays Invoices received at invoice@mtsu.edu after the Purchase Order has been issued and it has been properly received.

➤ Things to Avoid:

- Do not make unauthorized purchases. The only methods for purchase are Requisition and Purchasing Card. Otherwise, **you** may be liable for the purchase.
- If you receive an invoice from a Supplier – **DO NOT FORWARD** to invoice@mtsu.edu. The Supplier must send the invoice directly to invoice@mtsu.edu (with a copy to you if you need it). *This is the email address provided under Billing Information on the Purchase Order.*
- It is not necessary to attach the Supplier's Invoice to the Purchase Order. Accounts Payable will attach when they process payment.