

CHEMISTRY & BIOCHEMISTRY DEPARTMENT

Purchasing Workflow

When in doubt, contact your Business Manager, Please confirm approval and compliance before placing an order..

START:
Need to make a purchase

Recurring purchases from the same vendor?

YES

BLANKET PO (Preferred) for State Contract Vendors
Multiple orders / generally 12+ invoices a year
Gather: vendor information, amount, chartfield/project
Email Phil Milne @ MILNEP@mailbox.sc.edu

Non- State Contract Vendors,
Please submit the same information,
The Purchasing Department will review each request individually

NO

Capital equipment, IT, contract, restricted/hazardous,
foreign, or other unusual purchase?

YES

CONTACT THE BUSINESS OFFICE
Before proceeding, for guidance on the
appropriate method.

NO

Already have a Vendor invoice (direct billing)?
Email it to Alicia Wagner with the project to be charged.

What is the total cost?

\$1,000 or less

Over \$1,000 - under \$5,000

\$5,000 - \$10,000

Over \$10,000

\$1,000 OR LESS
Include shipping and tax.

Use your assigned P-Card
ordering form

Your Group (R or T) will
coordinate pickup.

**OVER \$1,000 TO UNDER
\$5,000**

Use the
Group T Form (FY 2027).

Group T will coordinate
pickup or delivery.

\$5,000 - \$9,999.99
Include shipping and tax
Contact the
Business Office first.

They will determine:
Payment Request or
Purchase Order.

OVER \$10,000
Purchase Order required before
ordering.

Email Phil Milne
@ MILNEP@mailbox.sc.edu
with vendor, quote, amount,
address for delivery and
chartfield/project.

Then follow vendor requirement

PO PROCESS:

State contract vendor:
simple process

Non-State Contract Vendor:
3 quotes from other vendors
OR sole source + strong
justification

URGENT / LAST RESORT: Personal reimbursement is an exception only - get Business Office pre-approval and keep all documentation
Please follow instructions when requesting reimbursement.

Never split orders, sign contracts, or instruct a vendor to proceed before the required approval or PO is in place. Any questions please email Ali Wagner @ alewin@mailbox.sc.edu