



Procurement Quick Reference Guide

Procurement Process	Procurement Methods	Types of Purchases
<ol style="list-style-type: none">1. Identify Need2. Identify Procurement Method3. Obtain a Quote from the Supplier4. Submit Requisition through JavelinaBuy5. Purchase Order Issued to Supplier6. Supplier Fulfill Order7. Dept. Receives Good/Services8. Supplier Invoices TAMUK9. Accounts Payable Pays Supplier	<ol style="list-style-type: none">1. Procurement Card (Card)2. Non-PO Based Invoice (JavelinaBuy)3. Requisitions (JavelinaBuy)<ul style="list-style-type: none">x PunchOut Catalog Requisitionsx Non-Catalog Item Requisition	<ol style="list-style-type: none">1. Delegated Purchases: Purchases that departments have the authority to process.2. Non-Delegated Purchases: Purchases that departments must go through Procurement Services to process.

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