

Procurement 101

(it's not so scary)

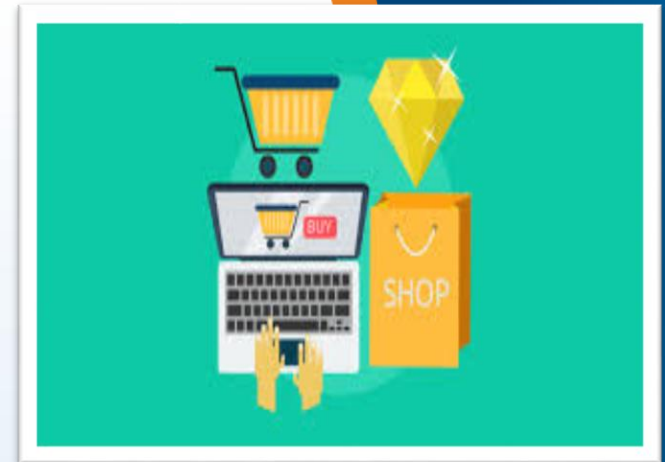
Office Managers Meeting

September 25, 2020



Common items of “interest”

- How do I get what I need to get?
 - Requisition vs. PCard
- What to include with my requisition.
- What if the vendor doesn't exist in BusinessPlus?
- I need a higher PCard limit!
- What to include with my PCard report.
 - Gimme 5
- What is KCDA and when do I use them?
 - Paper orders
- Who can sign this?
- When we can, we want to go on a field trip!
- Attractive items
- Property Transaction Forms



How can you help us to help you? Here are some resources to turn to when you're just not quite sure.....

Business Information Manual

Standard Work Documents

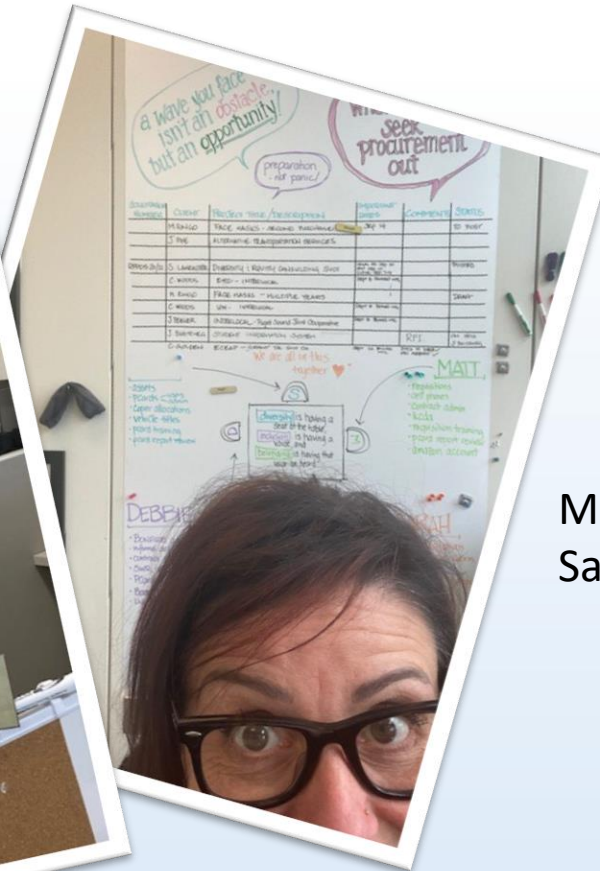
Office Professionals Toolbox



Who do I turn to when I still need help?

When in doubt, seek Procurement out!

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