**Services in which a contractor/supplier is doing work on campus or within or to building structures can **not** be placed on the p-card. These purchases must be placed via e-req as proper documentation must be on file with purchasing prior to service being completed (insurance, workman's comp).**

- **Requestor has a need to make a purchase for goods or services**
  - **Is the purchase under $5000?**
    - **Yes**
    - **Does the Requester hold a purchasing card (P-card)?**
      - **Yes**
        - Requestor completes the Purchase via credit card
      - **No**
        - Does the supplier take a purchasing card (P-card) for purchases?
          - **Yes**
            - Requestor uses Lawson e-requisition to enter purchase requests
          - **No**
            - Purchasing completes the transaction with issuance of PC
    - **No**
      - **Is the purchase between $5000 and $50,000 for goods or $75,000 for services?**
        - **Yes**
          - For purchases greater than $50K for goods and $75K for services, follow Competitive Bid Decision Flowchart
        - **No**
          - Purchasing completes the transaction with issuance of PC