Start -> Identify Need for Procurement Agreement on Grant Funds -> Ensure Allowability of Purchase, Availability of Funds, and Timeframe

Ensure Allowability of Purchase, Availability of Funds, and Timeframe -> Agreement Type

Agreement Type -> Purchase Order

Purchase Order -> PO < $5,000

PO < $5,000 YES -> Execute Agreement Using Updated Template

NO -> Complete Intake Sheet, Request Form, etc.

PSC < $25,000 YES -> Assist in Determination of Allowability, Appropriateness, etc.

NO -> Level II Signature Authority

Level II Signature Authority

Special T&C for Award?

YES -> Attach Special Terms & Conditions

NO -> Forward Draft Agreement/Intake Sheet to PCS

PCS Review