**PURCHASE PROCESS** FLOW CHART

# 

No

Cash

Credit Card

Purchase Process

Complete Purchase Requisition Form

Approved

Purchase Requisition

Credit Card or Cash

It it an Independent Contractor?

Fill Out CCRP

Obtain P.O. from Controller

IC’s Agreement filled out or on File

Documents to Controller for Approval

Invoice CCPR

Yes

Invoice P.O.

Yes

No