

Has this vendor been employed by TAMU/WT within the past year (Student worker, Staff, or Faculty)

No  
Yes

Receive W9 & Quote from Vendor  
**STOP.** Needs to be routed through payroll

Send Vendor Information Sheet and W9 to **purchasing@wtamu.edu**  
Purchasing provides Vendor ID

Determine Total Amount/Cost

Less than \$25,000

\$25,000 to \$50,000

Above \$50,000

Does this require Installation or changes to a WTAMU Asset ( **Ex: Walls/Ceiling/Roof/Floor** ) or is the purchase HAZMAT related

Yes  
No

**For Installation get approval from SSC  
For Hazmat get approval via Risk and Compliance (Forms located on Purchasing and Inventories Website)**

Proceed

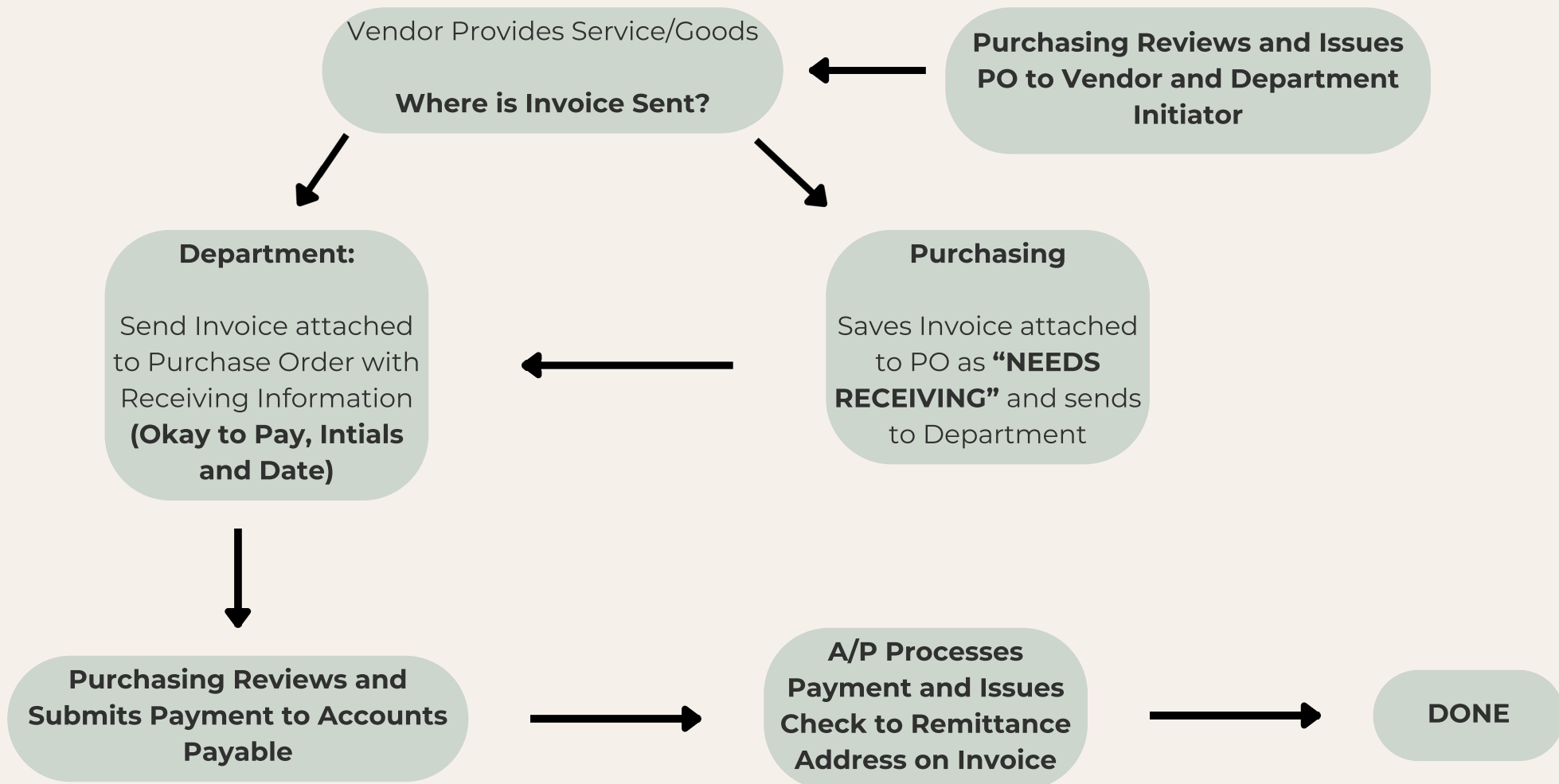
Send Requisition/Quote to **Purchasing@wtamu.edu** to create a PO ( **Attach any relating Contracts/Approvals** )

On Contract/Cooperative Contract?

Yes  
No

**If under \$50,000, submit 3 quotes for tabulation to [purchasing@wtamu.edu](mailto:purchasing@wtamu.edu). If over \$50,000 refer to Purchasing for an formal bid ( RFP/RFQ )**

Proceed



**NOTES:**

Capital Assets ( Goods over **\$5,000** for grant accounts/**\$10,000** for all other accounts ) :  
**BEFORE** submitting for payment, refer to Asset Coordinator to receive an Asset Tag  
 Reimbursements for Travel Graduate Students/Faculty/Staff need to go through  
**Travel@wtamu.edu**