

Let's Go Shopping

The fastest way to an approved purchase order is:

1. **ALWAYS** try to shop approved vendors first. (These vendors have already met all state purchasing laws and requirements.)
2. If you cannot find an approved vendor and the vendor you wish to use is a sole source for the item or service, then have the vendor complete and send to you the Sole Source Affidavit. If you cannot find an approved vendor and sole source does not apply, please call Lisa at ext. 1112. To lawfully purchase from non-approved vendors we must follow all state bidding laws and requirements.
3. Remember to keep copies of all written quotes you receive. (Auditors may look for / request these quotes in an audit.)
4. You can call approved vendors and ask for the URL to their website / online catalogs or request for a catalog to be sent to you.
5. Before entering a new vendor in the system, try to find a vendor number for them. They may already be in the system; you may just have to be creative when trying to look them up.

Region VI is one of the easiest purchasing co-ops to use. Their shopping categories include:

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