A Service or Good needs to be purchased with federal sponsored funds.

**Services**
- **Service provider an individual?**
  - Yes: Complete: Int’l Engagement Request Form
  - No: Service to be performed outside of the US?
    - Yes: Dept/Division complete a WCF.
    - No: Purchase less than $3,500?
      - Yes: Purchased prohibited from Pcard?
        - Yes: Check ibuy.gwu.edu for the good/service. If unavailable, find suitable vendor.
        - No: Make purchase with P-Card.
      - No: PO Requisition Process
        - Yes: Procurement will acquire the commodity & convert REQ into a PO.
          - Yes: Dept requisitioner completes requisition (REQ) request in EAS.
            - Yes: Secure goods from vendor.
              - Yes: Obtain invoice.
                - Yes: Send Required Documents to Procurement:
                  - SOW/Contract and flow-down terms, if any
                  - Justification & Authorization Form (J&A)
                - No: Submit invoice to AP for payment.
              - No: Submit invoice to AP for payment.
            - No: For goods, “receive” the goods in EAS for payment.
              - For services, submit invoice to AP for Payment.
          - No: For goods, “receive” the goods in EAS for payment.
            - For services, submit invoice to AP for Payment.
          - No: Purchase Complete
  - No: Service exempt from competition?
    - Yes: PO Requisition Process
      - Yes: Dept requisitioner completes requisition (REQ) request in EAS.
        - Yes: Procurement will acquire the commodity & convert REQ into a PO.
          - Yes: Dept requisitioner completes requisition (REQ) request in EAS.
            - Yes: Secure goods from vendor.
              - Yes: Obtain invoice.
                - Yes: Send Required Documents to Procurement:
                  - SOW/Contract and flow-down terms, if any
                  - Justification & Authorization Form (J&A)
                - No: Submit invoice to AP for payment.
              - No: Submit invoice to AP for payment.
            - No: For goods, “receive” the goods in EAS for payment.
              - For services, submit invoice to AP for Payment.
          - No: For goods, “receive” the goods in EAS for payment.
            - For services, submit invoice to AP for Payment.
          - No: Purchase Complete
    - No: Invitation Process
      - Yes: Secure goods from vendor.
        - Yes: Obtain invoice.
          - Yes: Send Required Documents to Procurement:
            - SOW/Contract and flow-down terms, if any
            - Justification & Authorization Form (J&A)
          - No: Submit invoice to AP for payment.
        - No: Submit invoice to AP for payment.
      - No: Purchase Complete

**Goods**
- **Purchase exempt from competition?**
  - Yes: PO Requisition Process
    - Yes: Dept requisitioner completes requisition (REQ) request in EAS.
      - Yes: Procurement will acquire the commodity & convert REQ into a PO.
        - Yes: Dept requisitioner completes requisition (REQ) request in EAS.
          - Yes: Secure goods from vendor.
            - Yes: Obtain invoice.
              - Yes: Send Required Documents to Procurement:
                - SOW/Contract and flow-down terms, if any
                - Justification & Authorization Form (J&A)
              - No: Submit invoice to AP for payment.
            - No: Submit invoice to AP for payment.
          - No: For goods, “receive” the goods in EAS for payment.
            - For services, submit invoice to AP for Payment.
        - No: For goods, “receive” the goods in EAS for payment.
          - For services, submit invoice to AP for Payment.
        - No: Purchase Complete
      - No: For goods, “receive” the goods in EAS for payment.
        - For services, submit invoice to AP for Payment.
      - No: Purchase Complete
  - No: Purchase prohibited from Pcard?
    - Yes: Check ibuy.gwu.edu for the good/service. If unavailable, find suitable vendor.
    - No: Make purchase with P-Card.
  - No: Purchase less than $3,500?
    - Yes: PO Requisition Process
      - Yes: Dept requisitioner completes requisition (REQ) request in EAS.
        - Yes: Procurement will acquire the commodity & convert REQ into a PO.
          - Yes: Dept requisitioner completes requisition (REQ) request in EAS.
            - Yes: Secure goods from vendor.
              - Yes: Obtain invoice.
                - Yes: Send Required Documents to Procurement:
                  - SOW/Contract and flow-down terms, if any
                  - Justification & Authorization Form (J&A)
                - No: Submit invoice to AP for payment.
              - No: Submit invoice to AP for payment.
            - No: For goods, “receive” the goods in EAS for payment.
              - For services, submit invoice to AP for Payment.
          - No: For goods, “receive” the goods in EAS for payment.
            - For services, submit invoice to AP for Payment.
          - No: Purchase Complete
        - No: For goods, “receive” the goods in EAS for payment.
          - For services, submit invoice to AP for Payment.
        - No: Purchase Complete
      - No: For goods, “receive” the goods in EAS for payment.
        - For services, submit invoice to AP for Payment.
      - No: Purchase Complete
  - No: Purchase Complete

**Notes:**
1. Individuals or LLCs must have a Worker Classification Form (WCF) completed by the hiring Dept/Div UNLESS exempted.
2. If services performed will be outside of the US, the International Engagement Request Form and Letter must be completed. Obtaining the required approvals may take some time, so considering this when scheduling the services. For more information: https://hr.gwu.edu/international-hires-and-placements.
3. Prohibited P-Card Purchases: https://procurement.gwu.edu/cardholder-responsibilities. Some purchases such as gift cards and flowers may be purchased via Pcard with prior approval. If unsure, check with your FD.
4. Purchase refers to a Single Transaction which may consist of one or many items. Splitting a larger order into multiple transactions to keep transactions under $3.5K is prohibited.

For more information, please see Section 2 of the CCAS Staff Manual and Resource Guide.