

Goods and Services ordering to payment process:

1. If \$100 or less, P-Cards are required to be used. We also highly encourage P-Cards to be used for all purchases of \$1,999 or less, with the exception of the Jaggaer Punchout Vendors (see Jaggaer site: [www.lcsc.edu/purchasing/jaggaer-resources](http://www.lcsc.edu/purchasing/jaggaer-resources)).
2. If \$1,999.99 or less and **not** going to be purchased using P-Card:
  - a. Enter a requisition in Jaggaer. When the req has been approved, a Purchase Order will be transmitted to the vendor. There is no need to obtain a PO number beforehand; if you've been corresponding with a company, let them know that the Purchase Order will be sent to them.
  - b. If you have not been given access to Jaggaer, contact Purchasing for training.
3. If \$2,000.00 or over:
  - a. Enter a requisition in Jaggaer. When the req has been approved, a Purchase Order will be transmitted to the vendor. If you've been corresponding with a company, let them know that the Purchase Order will be sent to them.
  - b. If you have not been given access to Jaggaer, contact Purchasing for training.
4. Department receives good or service.
  - a. Look up the Purchase Order in Jaggaer and [enter a receipt](#). You do not need to have an invoice or paperwork of any kind in order to enter a receipt; you are indicating to Accounts Payable that, when the invoice arrives, if it matches what was entered on the Purchase Order, it is approved for them to pay. No further invoice approval will be needed.
  - b. If [receiving only part of an order](#), remember to delete the line(s) of the PO that you are not receiving against.
  - c. If the department receives the invoice (instead of Accounts Payable), upload it to the receipt at the time of entering. If the invoice is received after the receipt has been entered, attach it as an internal attachment and tag an Accounts Payable staff member.

--This process is part of our required internal controls, approval of both the order/purchase and then subsequent approval of the invoice by confirming receipt of goods prior to payment. No P.O. is paid without an associated invoice and no invoice may be paid without a P.O. Departments can assist by referencing [coap@lcsc.edu](mailto:coap@lcsc.edu) when working with vendors so that they will send invoices direct and reference a P.O. for faster service. Note: the campus standard for invoice terms is net 30 days; all agreements signed are revised for net 30 days from date of invoice to allow for this process.