**Step 1** - Create and approve a Requisition in BearBuy with purchase specifications

- **Did Req Creator apply Contract?**
  - **Yes**: Associate terms and conditions from Contract
  - **No**: Did Req Creator apply Contract?

- **Does dept note any additional terms & conditions needed?**
  - **Yes**: Apply Appendix A and Supplement 5
  - **No**: Within dept delegation? (contract < $100K; non-contract < $5K)

- **Within dept delegation? (contract < $100K; non-contract < $5K)**
  - **Yes**: Dispatch purchase order to supplier
  - **No**: Need to add standard clauses, notes, or attachments?

- **Need to add standard clauses, notes, or attachments?**
  - **Yes**: Enter appropriate standard clauses, notes, or attachments
  - **No**: Review order to see if Contract applies

**Step 2** - Add external comments, or attach document

**Step 3** - Review order to see if Contract applies

**Step 4** - Enter appropriate standard clauses, notes, or attachments