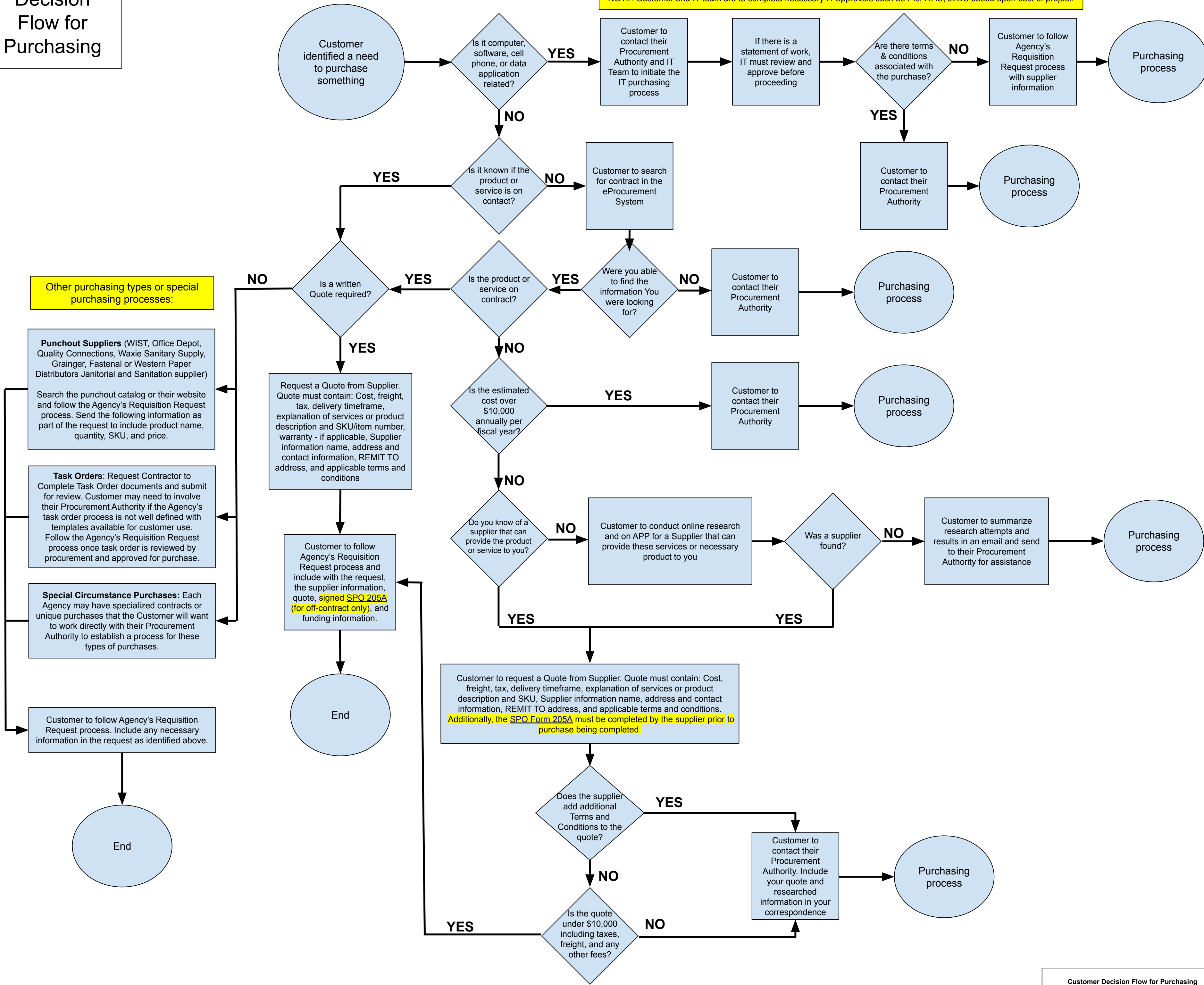


# Customer Decision Flow for Purchasing

**NOTE: Customer and IT team are to complete necessary IT approvals such as PIJ, ITAC, JLBC based upon cost of project.**



**Other purchasing types or special purchasing processes:**

**Punchout Suppliers** (WIST, Office Depot, Quality Connections, Waxie Sanitary Supply, Grainger, Fastenal or Western Paper Distributors Janitorial and Sanitation supplier)

Search the punchout catalog or their website and follow the Agency's Requisition Request process. Send the following information as part of the request to include product name, quantity, SKU, and price.

**Task Orders:** Request Contractor to Complete Task Order documents and submit for review. Customer may need to involve their Procurement Authority if the Agency's task order process is not well defined with templates available for customer use. Follow the Agency's Requisition Request process once task order is reviewed by procurement and approved for purchase.

**Special Circumstance Purchases:** Each Agency may have specialized contracts or unique purchases that the Customer will want to work directly with their Procurement Authority to establish a process for these types of purchases.

Customer to follow Agency's Requisition Request process. Include any necessary information in the request as identified above.

The information provided is intended solely as a guideline for internal agency use and should not be construed as strict rules, or regulations, or legal advice on how to proceed. While every effort has been made to ensure the accuracy and reliability of the information, it is subject to change and may not cover or apply to all situations. While keeping in mind the requirements set forth by the Arizona Procurement Code, the public monies laws, and all other Arizona statutes and rules that may apply. Users are encouraged to exercise sound judgment and discretion when interpreting and applying this information. If you have any questions or concerns please reach out to your procurement officer, your EPS Liaison, or [SPOCompliance@azdca.gov](mailto:SPOCompliance@azdca.gov). If legal questions arise, please reach out to your assistant attorney general or appropriate legal counsel for guidance.