

# PERKINS/CAPITAL OUTLAY PURCHASING PROCESS

Purchase to be made from:

- PERKINS GRANT FUNDS
- CAPITAL OUTLAY GRANT FUNDS

Person responsible for order:

- Comparable quotes from three vendors:
- Vendor A:
- Vendor B:
- Vendor C:
- Vendor of choice:
- Vendor of choice number in tiger connect:
- Website and/or phone number to place order:
- Item name:
- Item number:
- Quantity to be ordered:
- Cost:

**If New Vendor:** (only complete the next two tasks if the vendor is new)

- Send their company W-9 form to Heather Barker and have a vendor number assigned in J1.
- Send a CCCC tax exemption form to the new vendor and have a tax exempt account created.
  
- Email this completed sheet with the three bids to [grants@cowley.edu](mailto:grants@cowley.edu)

Cheryl will enter the purchase order. Once the purchase order has been approved, a copy will be sent to the responsible party, and then the order can be made.

When ordering, request that an invoice be sent to Cheryl Shepherd at [grants@cowley.edu](mailto:grants@cowley.edu)

After the order has been received, please notify Cheryl via email and she will process the payment.