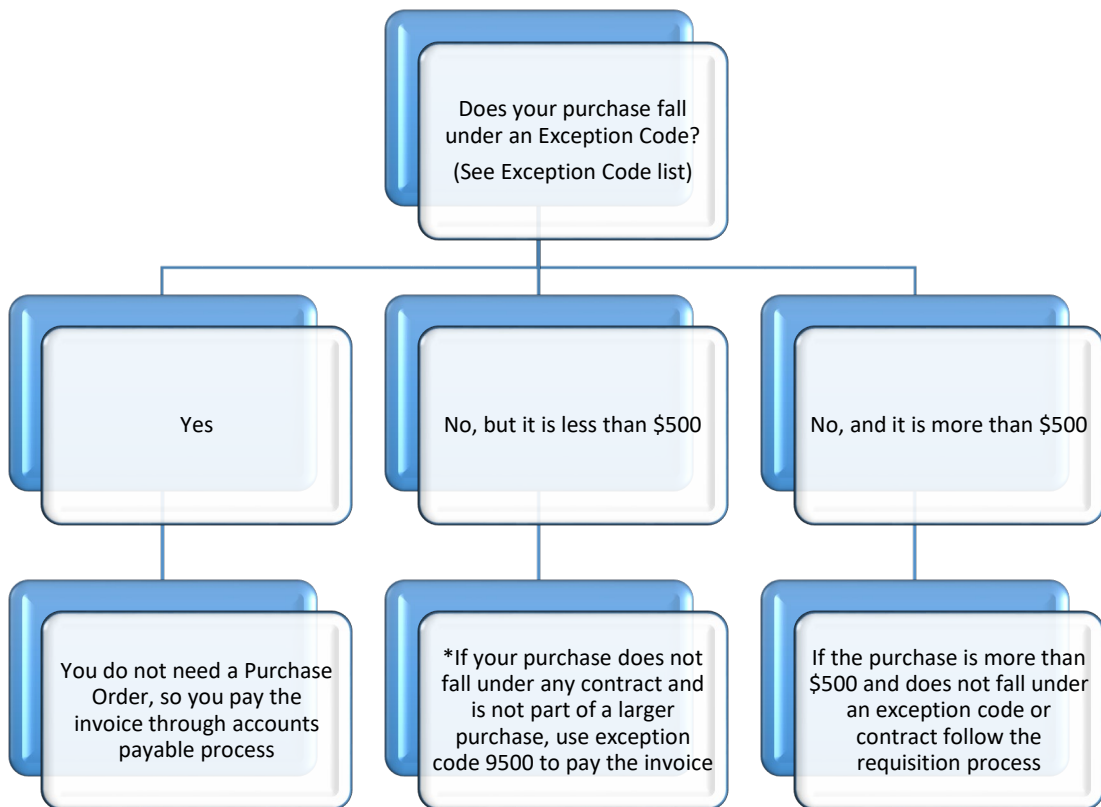


Step 1: Internal Purchasing & Payment Process



*Repeated purchases of less than \$500 that add up over time should be processed with a Purchase Order. Do not use this method to avoid procurement process.

Step 2: Internal Purchasing & Payment Process

