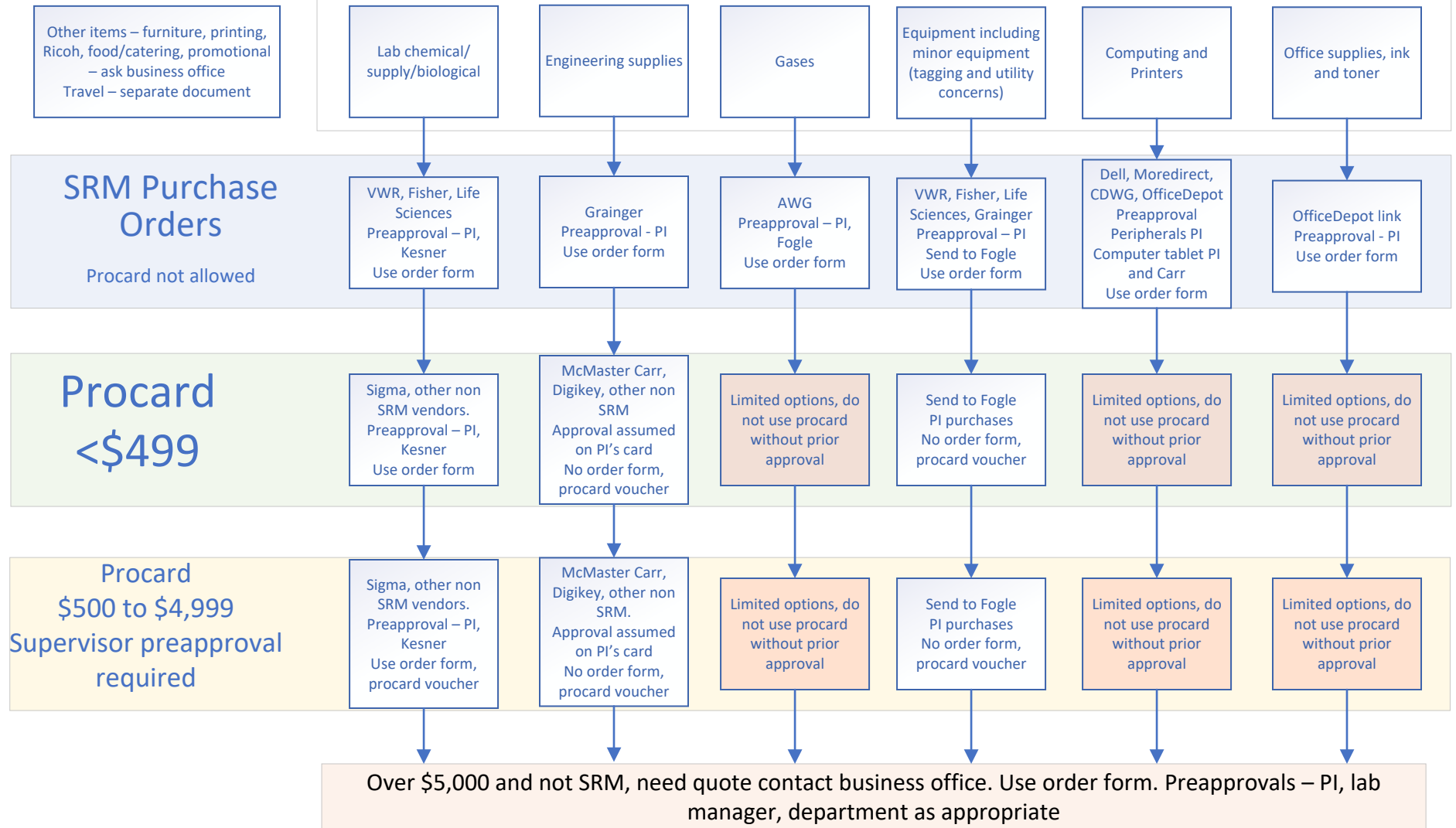


Common Purchase Types



Notes

1. List is not inclusive, only common BAE vendors listed
2. If you have questions, ask
3. Department money, excluding startup or internal orders, Montross (Tolliver delegate) preapproval
4. Most cases, cardholder supervisor is Montross (Tolliver delegate)
5. Travel, meals, and other items are a separate process

Approvals and Process Flow for Common Purchases

Starts with (grad student email to PI), PI forwards email and approval to:

