When to Use the ePro Small Order Process

START HERE

Is the invoice total under $5,000?

Yes

Are you paying a company (not an individual)?

Companies have Employer ID numbers, also called Federal Tax ID Numbers.

No

Create a purchase request using your current process.

Yes

Are you paying for supplies or repairs?

Object codes 2XXX and 35XX (see below). No food, alcohol, consulting services, independent contractors, etc.

No

Use the Check Request System or InDEPTh to request payment.

Use the eProcurement Small Order Process.

Use the Check Request System or InDEPTh.

Common Object Codes for ePro

2311 Education Supplies (textbooks, materials for class, articles)
2411 Repair Supplies (carpentry, electrical, mechanical, plumbing, and structural supplies, materials and tools)
2611 Office Supplies (batteries, binders)
2911 Other Supplies Non-Educational (mugs with logos to give to recruiters)
2921 Data Processing Supplies (computer adapter, software)
35XX Repairs and Maintenance (small repair and maintenance projects)