Organization needs to make a purchase.

Is the anticipated amount less than $20,000?
- Yes: A PR is not required. Check for a possible CMBE or CWBE on the AEDC website, then execute a small order with any contractor by either:
  - Purchasing online or at a retail location with a P-Card.
  - Purchasing with a PO sent to the vendor.
- No: Is the anticipated amount less than $40,000?
  - Yes: Is there a CMBE or CWBE on the AEDC website who can supply the commodity or service?
    - Yes: Create a PR and execute a small order with the CMBE or CWBE by:
      - Creating a PR to initiate a formal bidding process. (CB, IFB, RFP)
    - No: This purchase cannot be made using the small order method. Move forward with this procurement by:
      - Purchasing online or at a retail location with a P-Card.