**Chuck (IT Requester):**

Hi LUIS! I want to place a purchase order.

**LUIS:**

Sure, Chuck!  
Is it a Capital Purchase?

**Chuck (IT Requester):**

No

**LUIS:**

Okay. Is anyone one of this true?  
Purchase > 10000  
Vendor is new  
Price negotiation required  
Signed contract required  
SaaS related

**Chuck (IT Requester):**

No

**LUIS:**

Okay. Is IT paying anything?

**Chuck (IT Requester):**

Yes

**LUIS:**

Okay. Complete this form and follow the associated instructions.