

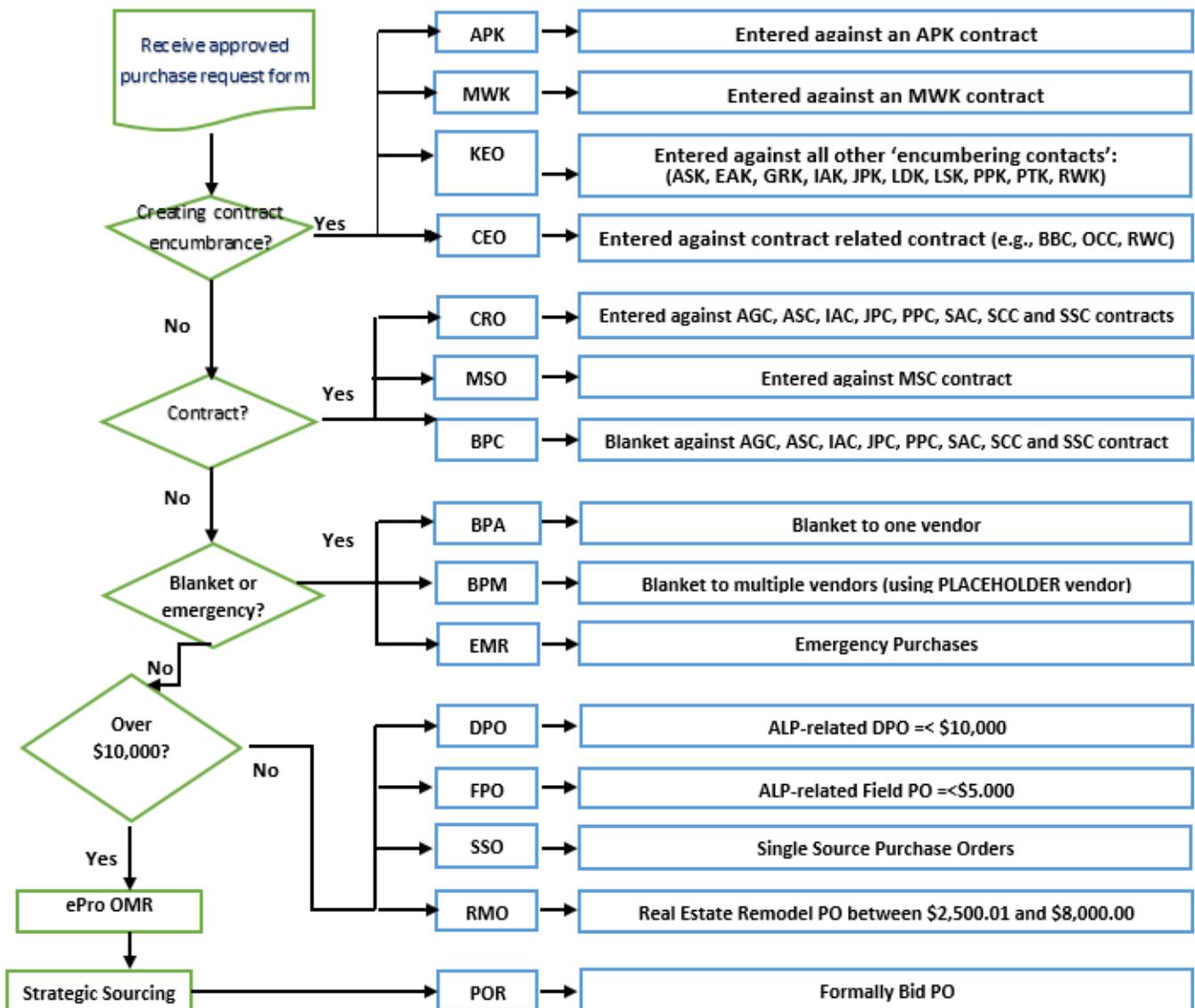
QUICK REFERENCE GUIDE

SELECT THE CORRECT PURCHASE ORDER DOCUMENT

October 31, 2015

Select the Correct Purchase Order Document

This *Purchase Order Document Selection Guide* provides an overview of the factors to explore before selecting the correct purchase order document. Follow the flow chart to help you determine which type of document fits the purchasing transaction.



NOTE: ALP refers to *Authority for Local Purchase*, which is a procurement certification process for agency buyers.