

 A State Agency Program Manager needs to purchase and distribute the annual flu vaccine to local Health Departments.

## State Agency Purchasing Process Workflow Example

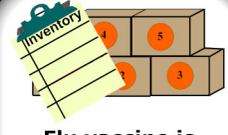
The State Purchase and Contract (P&C) Office is contacted. There are several parts to the purchase the Program Manager needs to make: Flu vaccine, supplies to vaccinate people and keep records, and the services of a contractor to perform the work. Each part is a separate process.

Purchase vaccine

Purchase supplies and equipment

Hire seasonal contractor



 Flu vaccine is covered by a statewide term contract.

 The needed supplies and equipment are not covered by a term contract, so they are put out for bid.

 A Request for Proposal (RFP) is developed and circulated to hire nurses to vaccinate people.

Additional steps and approvals must be sought, depending on the costs involved.

A business owner bids on the job and the bid is accepted. A contract is issued.

Several small businesses respond to the request to supply equipment. A company is selected.

A purchase order is created and approved - sometimes through the state's eProcurement system, other times directly by the Agency.

 The vaccine is received from the supplier and the Agency authorizes payment.

 The equipment is received from the supplier and the Agency authorizes payment.

 The contractor administers the vaccine, and the Agency authorizes payment.

 The North Carolina Accounting System ( NCAS ) processes a payment to the vendors/contractors for these goods and services.