# Purchasing Procedures

**Type Request**

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**Supervisor Approval**

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**Total Order Over ≥ $100** — Yes → **Clinic Supervisor Approval**

↓ No

**Program Manager Approval**

↓

**Total Order Over ≥ $500** — No → ← / Yes ↓

**Deputy Director Approval**

**Email to Property Mgmt**

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**Property Mgmt**

↓

**Additional Approvals Needed?** — Yes → **Deputy Director Admin Services**

No ↓

**Obtain Quotes?** — Yes → **Obtain Quotes**

No ↓

**Where to Purchase?**

↓

**Payment Method?**

↓

**Purchase Items**