Office of the Controller
Purchasing Services
Allowable Unencumbered Payment Purchases – Process FlowChart

Start Here

Is this an Allowable Unencumbered Payment purchase? Check list.

YES

Is the purchase over $5,000 or is a contract required by the vendor or is a contract in the best interest of the University?

YES (to any)

Dept. obtains quote from vendor, including all relevant purchase details, ensures vendor is a registered FIU vendor and completes FIU contract template.

Dept. obtains all necessary signatures, except the Director of Purchasing signature, and submits signed contract with quote to contracts@fiu.edu.

Purchasing will spot check the agreement, obtain the Director of Purchasing signature, and return the signed agreement via email to the dept.

Dept. is responsible for getting vendor a copy of the executed agreement. Vendor provides services.

Dept. submits electronic unencumbered payment request form with copy of executed agreement, quote and invoice for payment.

NO

The process outlined in this flowchart is not appropriate for this purchase. Please follow the appropriate Purchasing process. Refer to Purchasing Manual and Contract Templates Procedure.

NO (to all)

Dept. obtains quote from vendor, including all relevant purchase details and ensures vendor is a registered FIU vendor.

Vendor provides services.

Dept. submits electronic unencumbered payment request form with quote and invoice for payment.

This process applies only to section 1: Service Agreements on the Unencumbered Payment List. For the other items on the list, agreements are NOT required, regardless of the value of the payment.