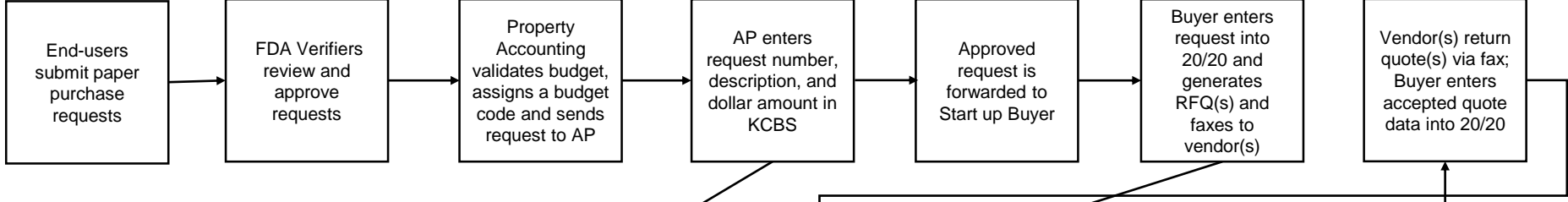


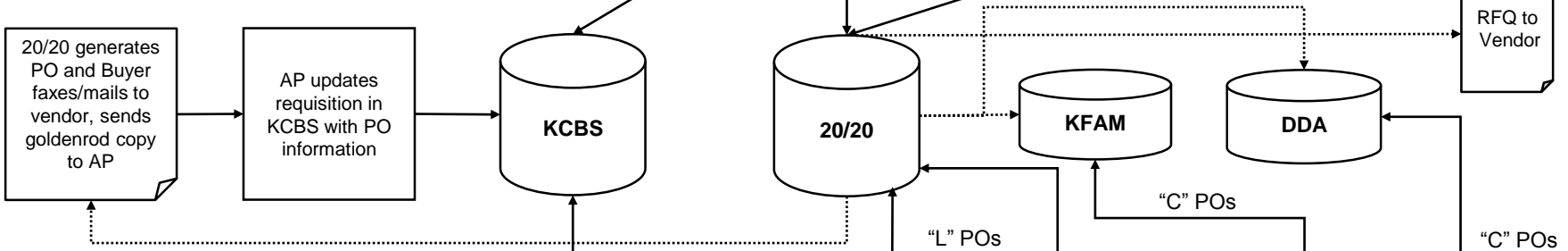


NCAL - Procurement Non-Project related Capital Equipment

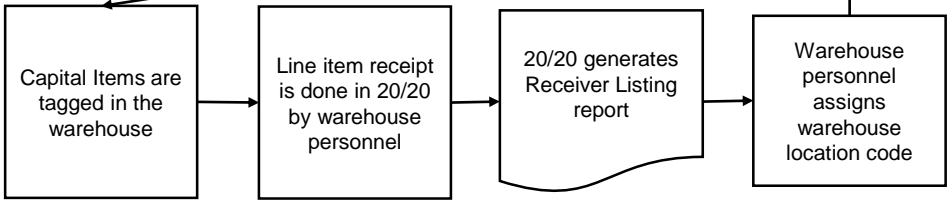
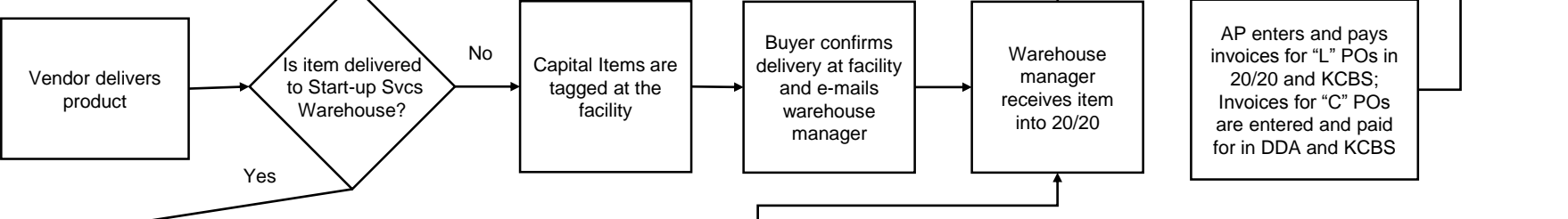
Requisition and Quote



Purchase Order



Receipt and Invoice



- Notes:**
- For check with order, Buyer submits check request form with PO to AP. AP back enters payment into KCBS
 - If Capital item is over \$5000, PO is issued as an Asset Management PO and identified with a "L" in the prefix of the PO
 - Property Accounting provides asset tags to warehouse personnel
 - 20/20 maintains Inventory of equipment received
 - In three-way match, company billing name must match as well
 - Purchase request is returned to end-user if new quote amount exceeds committed dollars by more than 10%.