

Purchasing

COMMON TERMS:

PROCURE – to obtain, secure, purchase, buy, or contract

REQUISITION – a written request for purchases

PURCHASE ORDER – written authorization form issued by the Purchasing Department to vendors, committing the County to buy the goods or services as described on the form. It also defines quantity, delivery date, and time.

RFP (REQUEST FOR PROPOSAL) – a formal solicitation requesting goods & services

IFB (INVITATION FOR BIDS) – a formal solicitation requesting pricing or an offer for materials