



1. Agencies submit all purchase orders (POs) via the PeopleSoft workbench. Provide a justification (i.e., reason for the encumbrance of funds) in the Header section.
2. Provide a description of the work being performed in the Item/Description field.
3. **Small/IDIQ/RAMP/Paving projects:** Email the dispatched PO with a Project Request (CAP Form M701) and all other corresponding documents. **Large projects:** Email the dispatched PO with the signed contract and all other corresponding documents.
4. Incorrect or incomplete POs will be routed back to the agency for correction. Refer to the comment section for the denial reason.
5. CAP will not dispatch POs or provide them to the agency. Agencies must dispatch their own POs.
6. CAP will continue to send the PO with the Notice to Proceed to the vendor. CAP recommends the agency not to send the PO to the vendor.
7. All CAP PO amounts more than \$10,000 are to be signed by the CAM administrator. Any PO not signed by the CAM administrator will not be accepted.
8. Any changes to POs adding funds (e.g., Change Orders) are to be added as an additional line item with a description easily identified by CAP.
9. Prior to submitting your PO, review the following for correctness:
 - a. Valid budget check.
 - b. Valid doc tolerance.
 - c. Item Description should be detailed to work being performed.
 - d. Line items should be identified. The preferred location is line item comments. (Example: Contract period July 1, 2024 – June 30, 2025. The first of four options to renew.)
 - e. Verify the correct Category Code/Item ID is used. The below images include the appropriate category codes for CAP. If you find it necessary to use a different code, please confer with CAP first.

ID Number	Item
1000013600	SERVICE: CAP, IDIQ, Pre-Design Services
1000013601	SERVICE: CAP, IDIQ, Commissioning Agent Services
1000013602	SERVICE: CAP, ON CALL, On Call Professional Services
1000013603	SERVICE: CAP, State Roof Asset Management Program
1000013604	SERVICE: CAP, IDIQ, Architect & Engineer Services
1000013605	SERVICE: CAP, IDIQ, Construction Inspection Services
1000013606	SERVICE: CAP, IDIQ, Emergency Services; Architect/Engineer
1000013607	SERVICE: CAP, IDIQ, Environmental Services
1000013608	SERVICE: CAP, IDIQ, Geotechnical Services
1000013609	SERVICE: CAP, IDIQ, Land Survey Services
1000031900	APPRAISAL SRVC: CAP, IDIQ, Appraisal Services
1000032280	ABATEMENT SRVC: CAP, IDIQ, Environmental Abatement Services

ID Number	Item
1000017734	CONSTR:CAP-Over Statutory Amt, Public Bid, Construction Contract
1000017735	CONSTR:CAP-Statewide, All Agencies, Construction Contract
1000017736	CONSULTANT:CAP- Selection Statutory, Professional Consultant, A/E, Contract
1000017737	MAINT:CAP- Below Statutory Amt, Simple Award, Maintenance Contract
1000017738	MAINT:CAP- Above Statutory Amt, Simple Award, Maintenance Contract
1000017739	MAINT:CAP- Renewal of Maintenance Contract
1000017740	MAINT:CAP- As Needed, Maintenance Contract
1000017741	CONSTR:CAP-Agency Statewide Construction Contract
1000017742	CONSTR:CAP-Below Statutory Amt, Simple Award, Construction Contract
1000017743	CONSTR:CAP-CM Agency-CM Svcs w/o Specified Cost Agreement, Construction Manager Contract
1000017744	REAL ESTATE:CAP- Real Estate Services
1000017745	CONSTR:CAP-CM At Risk-CM w/Specified Cost Agreement, Construction Manager Contract

CAP Purchase Order Process Map

Revised: July 2, 2024

Requesting Agency

Construction and Properties

