**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