

Name:

Date:

Class:

Determine the Purchasing Process

Skill:

- Application (AP)

Time on Task:

- 20–25 minutes

Goal/Purpose:

- The goal of this activity is to create a skit acting out and or identifying the steps of the purchasing process.

The class will be divided into eight teams, with each team assigned to create a short acting skit that demonstrates one step in the purchasing process. Each team can create their skit at their discretion but should not allow other members of the class to know the step their team will be portraying. After each team has presented, record the names of the team members and the purchasing process step you think they represented. For reference, the purchasing process is listed below, in order. Your instructor will inform you about the appropriate method of submission.

Steps of the Purchasing Process

1. Identify inventory needs
2. Identify vendors
3. Select the vendor
4. Negotiate the purchase
5. Make the purchase
6. Receive the order
7. Pay the invoice
8. Evaluate the vendor

Student Responses

1. Team 1
 - a. Names of team members

Answer:

- b. Purchasing process step demonstrated

Answer:

2. Team 2

- a. Names of team members

Answer:

- b. Purchasing process step demonstrated

Answer:

3. Team 3

- a. Names of team members

Answer:

- b. Purchasing process step demonstrated

Answer:

4. Team 4

- a. Names of team members

Answer:

- b. Purchasing process step demonstrated

Answer:

5. Team 5

- a. Names of team members

Answer:

- b. Purchasing process step demonstrated

Answer:

6. Team 6

- a. Names of team members

Answer:

- b. Purchasing process step demonstrated

Answer:

7. Team 7

- a. Names of team members

Answer:

- b. Purchasing process step demonstrated

Answer:

8. Team 8

- a. Names of team members

Answer:

- b. Purchasing process step demonstrated

Answer: