

PURCHASING PROCESS AND LIMITS

Purchases less than \$5,000: Competitive bids are not required but are encouraged when possible.

Purchases should be made using the State PCard – See PCard Manual.

For purchases less than \$5,000 that are not eligible for the PCard, prepare a *Requisition Form* and submit to the Procurement Office for approval.

Competitive Purchases between \$5,001 and \$25,000: Competitive bids are not required for purchases less than \$25,000; however, the Procurement Office reserves the right to check prices with other vendors or to obtain quotes if they deem it necessary.

The Requestor must complete a *Requisition Form* and submit to the Procurement Office for processing.

Competitive Purchases between \$25,001 and \$50,000: Informal quotes are required for competitive purchases (goods and services) between \$25,001 and \$50,000.

Quotes can be obtained by the Procurement Office or the Requesting Department.

Quotes being obtained by Procurement: The Requesting Department must submit a Requisition Form (with detailed specifications) to the Procurement Office for processing.

Quotes obtained by the Requesting Department: If the requesting department is obtaining their own quotes, they must get at least three competitive quotes. When obtaining quotes, each vendor should be given the same specifications for the product or service. All vendors should be notified of any changes in specifications. Quotes may be obtained in writing or electronically. One no-bid response from a vendor may be included to satisfy the three (3) quote requirement. The quotes must be attached to a *Requisition Form* and sent to Procurement Office.

The CFO or designee will determine if it is in the university's best interest to obtain additional quotes or to solicit the goods or services through a formal bid process.

Note: The CFO or designee has the authority to waive the three (3) quote requirement if they deem it in the best interest of the university. If the CFO waives the requirement it will be documented in writing in the Procurement purchase order file.

Competitive Purchases over \$50,000: Bids for all competitive purchases (goods and services) over \$50,000 will be obtained by the Procurement Office. Organizational units must complete a *Requisition Form* and submit to the Procurement Office.

The requisition form must include complete specifications and a minimum a three suggested vendors (if available).

Bids will be advertised on all competitive purchases exceeding \$50,000 and made by means of sealed or electronically submitted bids.

All bids are posted on the Procurement Office bulletin board and on the Procurement Webpage a minimum of five (5) days prior to the bid opening.

Bids will be opened by the Procurement Office staff in the presence of a witness on the date and time stated on the request for bids. After the bids are opened, they will be forwarded to the originating department for evaluation and recommendation for award. Once awarded, a purchase order is sent to the Attorney General's Office for approval (if necessary). The vendor receiving the award is notified of the award by receipt of an approved, signed purchase order.

Normal turnaround time for requisitions over \$50,000 is forty-five (45) to sixty (60) days. However, please try to submit your requisitions sixty (60) to ninety (90) days in advance of the time from which you want delivery of goods or services. Orders not submitted within the time need to meet specific deadlines WILL NOT be given special treatment and will be processed within the routine purchasing time frame.