

Purchasing

Important Tips

For the procurement process to operate efficiently and effectively, we must all work together to meet compliance issues. The following are a few important tips that will help ensure proper procedures are followed.

- **Competitive Bidding:**
 - \$5000 or greater – 3 written bids required via Request for Proposal (RFP) process.
- **Sole Source Justification:**
 - \$5000 or greater – written rationale if only one supplier is capable (call us at x6152 for help).
- **Documentation:**
 - Quotes, sole source justification, and other backup material must be kept on file in Purchasing – send all available documentation.
- **Small Business Participation:**
 - Small, small-disadvantaged, and woman-owned businesses should have the opportunity to compete.
- **Purchase Order Placement:**
 - Only the Purchasing Department can place orders and enter into vendor commitments.
- **Insurance Certification:**
 - Required for on-campus work.