## Procurement Reference Guide

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<tbody>
<tr>
<td>$1-$500 or approved limit</td>
<td>Any Dollar Amount</td>
<td>$1-$500 or approved limit</td>
<td>$1-$49,000 require written quotes</td>
<td>$50,000-$100,000 require three written quotes</td>
<td>$100,000 and up</td>
<td>$1,500 and up require written quotes</td>
<td>$50,000 and up for services and commodities, exclude public works</td>
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### Department Responsibility

- **Purchase Directly through campus chargeback/invoice.**
  - Vendor List: UAS Vendors, University Hospitality, Printing Center, Distribution Center, Cashiers, Procurement, Barnes And Noble.
  - Consult procurement card manual or the procurement department.
  - Create requisition in CMS PSFT Financials. Include quote for items or services, if necessary ITS forms.
  - A written project scope must be obtained from at least three vendors. Create requisition in CMS PSFT Financials. Include quote for items or services, if necessary ITS forms.
  - Create requisition in CMS PSFT Financials. Include quote for items or services, if necessary ITS forms. Contact Procurement and Contracts to evaluate.

### Procurement, Contracts and Responsibilities

- None
  - Provide support as needed including technical support, advice, identification of best value and possible vendors, including vendors that support university diversity efforts.
  - Review scope of work. Minimum of 1 quote in collaboration with the requesting department. Purchase > $50K requires written quotes. May contact other sources, obtain other quotes or utilize other entity contracts.
  - Review specs obtain minimum of 3 quotes in collaboration with the requesting department. Purchase > $50K requires written quotes. May contact other sources, obtain other quotes or utilize other entity contracts.
  - Review scope work: Obtain formal bids. Award based on meeting all specs at lowest cost. Obtain formal proposals. Lead negotiations with vendors. Point scores or weights may be used. Awarded by defined criteria, and consensus of committee.
  - Review specs, obtain minimum of 3 quotes in collaboration with the requesting department. Purchase > $50K requires written quotes. May contact other sources, obtain other quotes or utilize Other Entity Contracts.

### Time to Complete

- **0-2 Days**
- **1 Day to 2 Weeks**
- **1 Day to 2 Weeks**
- **2 Weeks to 6 Weeks**
- **1 Day to 6 Weeks**
- **1 Day to 2 Weeks**
Department assesses need for goods or services.

Department will either use campus resource/procurement card/initiate requisition.

Requisition will be assigned to procurement staff.

Procurement will review request and generate purchase order. PO will be sent to vendor.

Vendor delivers parcel/asset to distribution center.

Asset will be tagged by asset management if necessary; if not, it will be delivered to department.

Account payables process invoice and pays vendor.