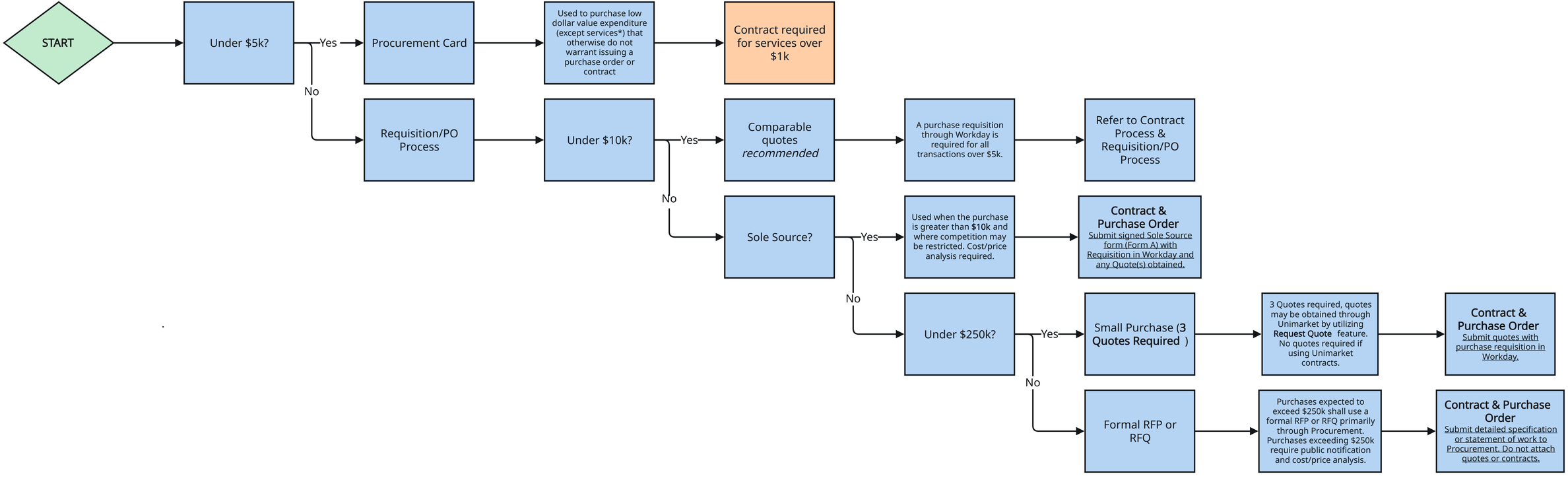
START
Under $5k?
Yes
No
Procurement Card
Used to purchase low dollar value expenditure (except services*) that otherwise do not warrant issuing a purchase order or contract
Contract required for services over $1k
Requisition/PO Process
Under $10k?
Yes
No
Comparable quotes *recommended*
A purchase requisition through Workday is required for all transactions over $5k.
Refer to Contract Process & Requisition/PO Process
Sole Source?
Yes
No
Used when the purchase is greater than **$10k** and where competition may be restricted. Cost/price analysis required.
Contract & Purchase Order
Submit signed Sole Source form (Form A) with Requisition in Workday and any Quote(s) obtained.
Under $250k?
Yes
No
Small Purchase (3 Quotes Required)
3 Quotes required, quotes may be obtained through Unimarket by utilizing **Request Quote** feature. No quotes required if using Unimarket contracts.
Contract & Purchase Order
Submit quotes with purchase requisition in Workday.
Formal RFP or RFQ
Purchases expected to exceed $250k shall use a formal RFP or RFQ primarily through Procurement. Purchases exceeding $250k require public notification and cost/price analysis.
Contract & Purchase Order
Submit detailed specification or statement of work to Procurement. Do not attach quotes or contracts.