



How to buy a good/service for less than \$50,000:

1 Identify need through strategic planning.

2 Conduct basic market research to estimate cost.

3 *Is estimated cost between \$10,000 and \$50,000?*

YES

4 *See Purchasing:*

3 Quotes will need to be solicited (note: 3 quotes do not need to be received, just requested)

NO

If \$50K or more:
IFB/RFP will have to be issued
(See Purchasing)
If less than \$10K:
see other resources.

5 *Purchasing will review quotes, select winner and set up a Quoted Contract with the vendor*

6 Enter Req for the amount needed. Once Contract is executed, Req will be converted to PO and items/service can be purchased.