

Purchasing Quick Reference

Purchasing Limits/Quote Requirements

Purchasing limits apply **per order + Shipping & Handling**, not an individual item's price.

Splitting of orders to avoid quote requirements is NOT allowed and is a violation of policy.

\$0 up to \$5,000.00 – Informal quote(s) – due diligence of department required. Documentation may be kept within the department requesting the goods/services. All purchases **MUST** be approved by the Department Head prior to purchase. Purchase Order not required from Purchasing Department.

\$5,000.01 up to - \$15,000.00 – A minimum of 2 formal/written quotes (from vendors) are required. Purchase Order required from Purchasing Department.

\$15,000.01 up to - \$50,000.00 – A minimum of 3 formal written quotes (from vendors) are required. Purchase Order required from Purchasing Department.

Greater than \$50,000.00 – Formal procurement process conducted by the Procurement Manager.

Remember: Shipping and handling charges are considered a part of the product/service cost and must be included when determining the appropriate quote reporting requirement (Purchasing Limit).