

PURCHASING AND RISK MANAGEMENT SERVICES

PURCHASING POLICIES FOR ACQUIRING GOODS AND SERVICES OVER \$1500

GOODS & SERVICES LESS THAN \$1,500	GOODS & SERVICES OVER \$1,500 AND LESS THAN \$3,000	GOODS & SERVICES OVER \$3,000 AND LESS THAN \$25,000	GOODS & SERVICES OVER \$25,000 AND LESS THAN \$100,000	GOODS & SERVICES OVER \$100,000
<p align="center">Procedure End user will confirm purchase</p>	<p>Purchasing or end user must obtain at least two written quotations</p>	<p>Purchasing or end user must obtain at least three written quotations. Quotes to be FILED in the Purchasing Dept.</p>	<p>Formal RFQ, RFP or Tender through the Purchasing Department (Exceptions will be reviewed and approved by the Purchasing Department).</p>	<p>Purchasing Department: Formal sealed bids, RFP, Tender AIT requirements.</p>
<p>1) Prepare under \$1,500 Departmental Purchase Order</p> <p>2) Purchasing Card</p> <p>3) E-Commerce</p>	<p>Prepare an Electronic Purchase Requisition Form through DATATEL to initiate purchase order.</p>	<p>Prepare an Electronic Purchase Requisition Form through DATATEL to initiate purchase order.</p>	<p>Prepare and forward specifications to purchasing to draft RFQ, RFP or Sealed Tender Bid. Electronic Purchase Requisition Form will be initiated through DATATEL by the department once vendor has been selected.</p>	<p>Prepare and forward specifications to purchasing to draft RFQ< RFP or Sealed Tender Bid. Electronic Purchase Requisition Form will be initiated through DATATEL by the department once vendor has been selected.</p>