

PURCHASING GUIDE

INCREMENT	PURCHASING FORM	PROCESS
Under \$1,000*	Procurement Card (see P-Card manual)	<ul style="list-style-type: none"> • Telephone quotes by user (suggested)
\$1,000 – 10,000	In-formal quotes	<ul style="list-style-type: none"> • Min. 3 written quotes preferred. Can be submitted with requisition or obtained by Purchasing Dept.
\$10,000-\$25,000	Formal quotes issued by Purchasing Dept.	<ul style="list-style-type: none"> • Submit requisition to Purchasing Dept. with equipment/service specs (electronically preferred) • Formal Request for Quote
\$25,000+	Sealed solicitations issued by Purchasing Dept.	<ul style="list-style-type: none"> • Submit requisition to Purchasing Dept. with equipment/service specs (electronically preferred): • Invitation to Bid • Request for Proposals • Request for Qualifications

*A ROGR (Report of Goods Received) can be used **ONLY** if a vendor doesn't take VISA. ROGR must be noted that vendor doesn't accept VISA. This should be very seldom.