

How to purchase goods/services valued at \$500 or less:

Identify need.



Conduct basic market research to estimate cost.



Is estimated cost less than \$500?

Yes



No



Has/will your department spend more than \$4999 in current FY with selected vendor?

No



Yes



Compare pricing to receive best cost and make your purchase.
See Procurement Team about any concerns.

Purchase will need to filter through Procurement Department.
(see next highest threshold instructions)

How to purchase goods/services valued between \$500 and \$9999:

Identify need.



Conduct basic market research to estimate cost.



Is estimated cost between \$500 and \$9999?

Yes



Submit a requisition in Munis.
Contact Procurement Team
for assistance. Do not make
purchase until PO is issued.



Requisition will be converted
to a Purchase Order and item
or service can be purchased

No



Purchase will need to filter
through Procurement
Department.
(see next highest threshold
instructions)

*If cost is less than \$500, see lower
threshold instructions.

How to purchase goods/services valued between \$10k and \$50k

Identify need.



Conduct basic market research to estimate cost.



Is estimated cost between \$10k and \$50k?

Yes



Complete Procurement Request Form and submit to Procurement Team. Quotes will be solicited.



Procurement Team will receive quotes and coordinate with Department Head. Contract execution process follows.

No



Purchase will need to go through the IFB process. (see next highest threshold instructions)

*If cost is less than \$10k, see lower threshold instructions.

How to purchase goods/services valued at more than \$50k

Identify need.



Conduct basic market research to estimate cost.



Are there special circumstances where competition for quality and/or performance is as important than price?

Yes



Complete Procurement Request Form and submit to Procurement Team. An RFP process will be completed by Procurement Team.



Purchasing will receive proposals and assist Department Head with contract award. Contract execution process follows.

No



Complete Procurement Request Form and submit to Procurement Team. An IFB process will be completed by Procurement Team.



Purchasing will receive bids and coordinate with Department Head. Contract execution process follows.

**Please note the RFP or IFB process takes 4-6 weeks due to advertising requirements.*

How to issue a Change Order to the Contract

Will the Change Order substantially change the original Scope of Work or Scope of Services?

Yes



See Procurement Team. It is likely the new or added work will require a new procurement.

No



Is the increase in items or services going to exceed 25% of the contract maximum obligation?



Yes

No



Submit a Purchase Order Change Order in Munis. Procurement Team will review and approve, if warranted.

**Note: Contract obligation can also be reduced using this method.*