



## PURCHASING FAQs

Q: What are the different ways to purchase goods or services?

A: There are several different ways to purchase goods/services.

1. **Request for Payments** should be used for reimbursements of certain expenses and for awards, fellowships, and scholarships.
2. **Form 13** is used to pay individuals and for all consultants.
3. **Procurement Card** should be used for small dollar purchases of goods up to \$5000 when no fee is charged for use of the card.
4. **Purchase Requisitions** should be used for all other purchases of goods or services.

Q: Do I need to have quotes for my purchase requisition, and if so, how many quotes do I need?

A: Purchases up to \$5000 should be made with the P-Card if at all possible. If a purchase requisition is entered, quotes are not required, but price verification should be made with the vendor. It is good practice to get a written quote.

Purchases over \$5000 up to \$75,000 require two (2) written quotes from two separate vendors on company identifiable letterhead. The quotes are required to be signed by the vendor or accompanied by the email when the quote was sent.

Purchases over \$75,000 will need to be procured using the competitive sealed bid process. This could be by requesting bids or proposals. Procurement Services will work with you on determining the best method for your purchase.

Q: Do I have to buy on state contract?

A: Yes, if it is a Competitive Contract. The exception to this is if the purchase is less than \$100 or purchased through the bookstore.

If the state contract is not a Competitive contract, you may purchase from the state contract vendor or from another vendor as long as the price does not exceed state contract pricing.

Only one quote is required for most state contract purchases.

For more information, contact your department's Procurement Assistant in Procurement Services.

Q: Is there a state contract for computer hardware or software?

A: Yes, the EPL (Express Products List) is for state contract purchases of computer hardware and software. You may purchase up to \$200,000 using the EPL contract. Unlike state contracts, two quotes are required for all EPL purchases. Please see the EPL link on the Purchasing page of the Procurement website.

Q: Do I need a Purchase Order before I order something?

A: Yes, you should submit a purchase requisition and have a purchase order issued for ordering. Once the PO is issued, we will send the PO to the vendor per the information in the SAP vendor file. You do not need a PO if you are purchasing on the P-Card.

Q: I want to purchase several items, but the total cost will require the bid process and I don't have time for that process. Can I have the vendor give me 2 quotes so I can get the items more quickly?

A: No, this is considered splitting quotes and is against state law. In addition, submitting multiple PRs to keep below the amount to bid or quote is also against state law.

Q: Do you have a list of vendors I could use to solicit quotes?

A: No, we do not keep a listing of vendors for different goods or services.

Q: How long does it take for a Purchase Order to be issued after a Purchase Requisition is submitted?

A: Our goal is to have as short or a turnaround time as possible. Generally, we strive to issue POs within 2 days of the PR being submitted. However, there are times when this takes longer due to the nature of the purchase.

Q: The vendor I want to purchase from included an agreement/contract with their quote. Can my department head or I sign it since it is less than \$2,000,000?

A: If a vendor requires an agreement or contract to be signed, it must be routed for signature through the Office of Contract Management (OCM). If a vendor will accept a PO in lieu of a signed agreement/contract, then it doesn't need to be sent through OCM.

The University can now enter into contracts up to \$2,000,000 without seeking IHL approval, but those contracts must go through the Office of Contract Management.