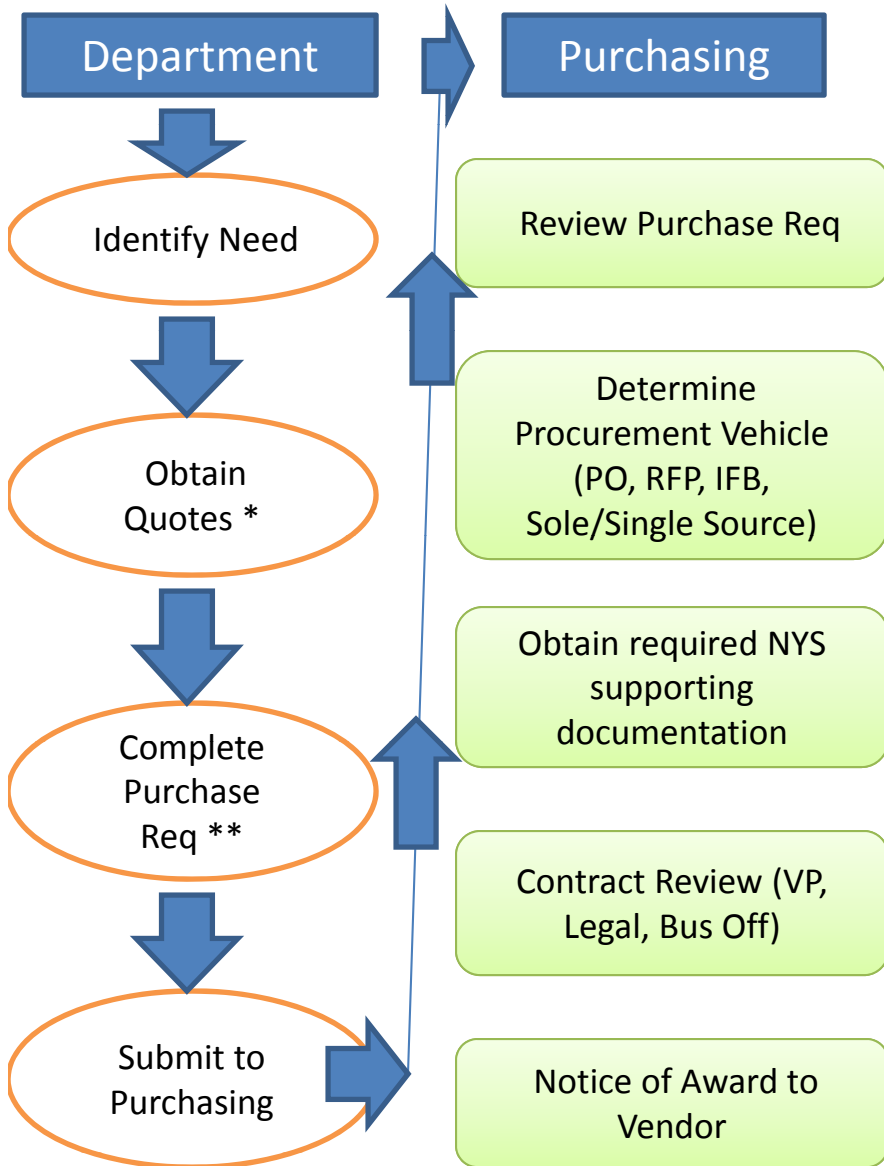


# Campus Purchasing Flowchart & Thresholds



**\*Contact Purchasing for orders \$15,000 and over**

**\*\* Refer to thresholds chart**

## Thresholds

\$1 - \$2,500	\$2,500 - \$15,000	\$15,000 - \$50,000	\$50,000 - \$125,000	\$125,000 and over
Quarterly publication in NYS Contract Reporter of projected procurements by commodity and/or service	Quarterly publication in NYS Contract Reporter of projected procurements by commodity and/or service	Quarterly publication in NYS Contract Reporter of projected procurements by commodity and/or service	Publication in NYS Contract Reporter at least 15 days in advance of the date quotes or proposals are due	Publication in NYS Contract Reporter at least 15 days in advance of the date bids are due
Use of PCard is preferred for this dollar range	Written documentation to support vendor selection and reasonableness of price - (3 Quotes, can be email, verbal, online, etc.)	Written documentation to support vendor selection and reasonableness of price - (3 Vendor Quotes)	Solicit minimum of 3 informal quotes or proposals	Solicit minimum of 5 formal sealed bids
		Compliance with Procurement Lobbying Law and Consultant Reporting (if applicable)	Compliance with Procurement Lobbying Law; Consultant Reporting (if applicable); and document Vendor Responsibility	Compliance with Procurement Lobbying Law; Consultant Reporting (if applicable); and document Vendor Responsibility
			Execute a formal contract or agreement including Exhibits A and A-1	Execute a formal contract or agreement including Exhibits A and A-1