Campus Purchasing Flowchart & Thresholds

**Department**
- Identify Need
- Obtain Quotes *
- Complete Purchase Req **
- Submit to Purchasing

**Purchasing**
- Review Purchase Req
- Determine Procurement Vehicle (PO, RFP, IFB, Sole/Single Source)
- Obtain required NYS supporting documentation
- Contract Review (VP, Legal, Bus Off)
- Notice of Award to Vendor

**Thresholds**

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

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

**Refer to thresholds chart**