

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 Purchasing with any concerns.

Purchase will need to filter through Purchasing 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 Purchasing
Department 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 Purchasing
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 Request for Procurement Form and submit to Purchasing. Quotes will be solicited.



Purchasing will receive, review, and recommend award of contract. Contract execution process follows.

No



Purchase will need to go through the IFB or RFP 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 Request for Procurement Form and submit to Purchasing. An RFP process will be completed by Purchasing.



Purchasing will receive proposals and assist Department with the award of a contract. Contract execution process follows.

No



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



Purchasing will receive bids, review, and recommend low bidder for a contract. 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 Purchasing. 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 contact maximum obligation?



Yes

No



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

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