

How To Buy

COST	CATEGORY					
	General goods and services	IT	Facilities	Research	Professional Services/Consulting	Other Contracts (other than commodity categories listed)
\$25,000 and ABOVE	3 Bids or Quotes	3 Bids/Quotes or Single/Sole Source Justification	3 Bids/Quotes or Single/Sole Source Justification	3 Bids/Quotes or Single/Sole Source Justification	3 Bids/Quotes or Waiver	3 Bids/Quotes or Single/Sole Source Justification
\$5,000 - \$25,000	2 Quotes	2 Quotes or Single/Sole Source Justification	2 Quotes or Single/Sole Source Justification	2 Quotes Preferred No Formal Bid Process - Purchase Decision Made By Pi Unless Commodity Available For Purchase From University Designated Strategic Partner	2 Quotes Preferred No Formal Bid Requirement - Selection Based On Situational Criteria Established By Department And Due Diligence Performed By Department	2 Quotes Or Single/sole Source Justification
\$4,999 and BELOW	Single Quote*	Single Quote*	Single Quote	Single Quote	Single Quote	Single Quote

*Note - Obtaining more than one quote is a best practice.