How to purchase goods/services valued at $500 or less:

1. Identify need.
2. Conduct basic market research to estimate cost.
3. Is estimated cost less than $500?
   - Yes: Compare pricing to receive best cost and make your purchase. See Purchasing with any concerns.
   - No: Has/will your department spend more than $4999 in current FY with selected vendor?
     - No: Purchase will need to filter through Purchasing Department. (see next highest threshold instructions)
     - Yes: Compare pricing to receive best cost and make your purchase. See Purchasing with any concerns.
How to purchase goods/services valued between $500 and $9999:

1. Identify need.
2. Conduct basic market research to estimate cost.
3. 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

1. Identify need.

2. Conduct basic market research to estimate cost.

3. 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
Submit a Purchase Order Change Order in Munis. Purchasing will review and approve, if warranted.

No

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