

**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.*