

## Procurement Guidelines

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*These are state and federal procurement guidelines.*

1. For purchases under \$3000.00. Look for an equitable price. Find the best deal you can.
2. For purchases \$3000.00 - \$75000.00. You will need quotes from 3 vendors. The quotes can come from online, written or over the phone. You will need to submit those quotes with your order form for the item(s) you are purchasing. When a purchase is over \$25,000.00 and it is received by the Administrative Assistant, she will check the Suspended and Debarred vendor list to make sure that we are allowed to purchase from the vendor. If the vendor is on the list, your order will be returned and we will find a suitable vendor for the items being purchased.
3. If a purchase is being made that is greater than \$75,000.00, we will need Public Bids and we will work with the business office to attain the bids.
4. When using state funds, we can purchase up to \$40,000.00 before we need to get three quotes however, it is best practice to use the stricter Federal purchasing guidelines for all purchases.