

How To Buy: General Guidelines

COMMODITY DESCRIPTION

The process below describes how to buy, in general, when you **cannot** obtain your goods or services through a Strategic Business Partner or a Preferred Vendor.

PROCUREMENT OPTIONS & PROCEDURES

<i>If your total purchase is:</i>	<i>Then use:</i>
\$1,500 or less	Your Case Pcard or a Check Request Form (only for approved categories) or a Peoplesoft eProcurement Requisition (only if a vendor does not accept a credit card for payment)
Above \$1,500	Your Case Pcard (up to your approved per transaction dollar limit) or a Check Request Form (only for approved categories) or a Peoplesoft eProcurement Requisition or a Peoplesoft eProcurement Requisition requesting a Blanket Purchase Order (BPO)
<i>In order to obtain:</i>	<i>Your purchasing agent needs:</i>
Goods or Services \$2,500 but less than \$25,000	a Peoplesoft eProcurement Requisition plus any Price Reasonableness documentation
Goods or Services \$25,000 and above	a Peoplesoft eProcurement Requisition and any formal quotations via Invitation for Bids or Requests for Proposals , or a Single/Sole Source Justification

PURCHASING AGENT CONTACT FOR THIS COMMODITY

[Purchasing Department Commodity List](#)