

How To Buy: Computer Supplies

COMMODITY DESCRIPTION

This commodity includes computer supplies.

PROCUREMENT OPTIONS & PROCEDURES

<i>If your total purchase is:</i>	<i>Then use:</i>
\$1,500 or less	Your Case Pcard
Above \$1,500	Your Case Pcard or a Peoplesoft eProcurement Requisition
<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

CONTACT FOR THIS COMMODITY

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