**Purchase decision tree**

**Determine Need for a Product or Service**

- **Is purchase less than $5,000?**
  - Yes: Consider P Card if allowable expense or create Tigerbuy Requisition
  - No: Proceed to next step

- **Is purchase less than $10,000?**
  - Yes: Proceed to next step
  - No: Department creates Purchase Requisition & attaches Contract or Quotes or Sole Source documents

- **Does a Qualifying Contract* exist?**
  - Yes: Procurement works with Department to create Scope of Work, Specifications, Bid, Supplier Purchase Requisition, and RFP or RFQ Form
  - No: Proceed to next step

- **Qualify for Sole Source?**
  - Yes: Complete Justification for Sole Source Form and get Sole Source statement from vendor
  - No: Proceed to next step

- **Check Quote Specific to Dept. Requirements**
  - Yes: Award to lowest bidder that meets specifications
  - No: Proceed to next step

- **Does a Qualifying Contract* exist?**
  - Yes: Procurement awards Contract/Purchase
  - No: Proceed to next step

- **Obtain Quote Specific to Depts. Requirements**
  - Yes: Proceed to next step
  - No: Department creates Purchase Requisition & attaches Contract or Quotes or Sole Source documents

- **Determine Need for a Product or Service**
  - Yes: Consider P Card if allowable expense or create Tigerbuy Requisition
  - No: Proceed to next step

- **Procurement reviews & Issues Invitation to BID**
  - Yes: Evaluation Committee selects Vendor based on Technical, Cost, Qualifications, & Experience Scoring
  - No: Proceed to next step

- **Procurement awards Contract/Purchase**
  - Yes: Procurement reviews & Issues Invitation to BID
  - No: Proceed to next step

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*For more information on qualified contracts see:
https://www.memphis.edu/procurement/helplink.php

**Fiscal Review Committee approval required when all three conditions are met:
1) Purchase greater than $250,000
2) Sole source
3) Contract term greater than 1 year


*For more information on qualified contracts see:
https://www.memphis.edu/procurement/helplink.php

**Fiscal Review Committee approval required when all three conditions are met:
1) Purchase greater than $250,000
2) Sole source
3) Contract term greater than 1 year