Procedures for determining the need for a product or service.

Total Purchase

- Less than $5,000
  - Department Use Pcard if allowable
  - Expense else Tigerbuy Requisition
  - Legal Office Negotiates with Vendor for Final Agreement
  - Procurement Reviews & Processes Purchase or Direct to Vendor with Dept. Approval

- $5k to $9,999
  - Department Solicits One Quote
  - Qualify for Sole Source
    - Yes
      - Department Provides Contract/Agreement Routing Form
        - Legal Office Negotiates w/Vendor for Final Agreement
        - Procurement Reviews & Processes Purchase
    - No
      - Procurement Reviews & Processes Purchase

- $10k to $49,999
  - Department Confirms Existing/Qualifying Contract or Solicits Three Informal Quotes
  - Complete Justification for Sole Source
    - Yes
      - Obtain Quote Specific to Dept. Requirements
        - Dept. Creates Bid/Supplier Purchase Requisition Attaches Signed Scope, Specs & RFP or RFQ Form
    - No
      - Procurement Reviews & Processes Purchase

- Greater than $49,999
  - Purchase Qualify under one of the following:
    1. Coop Agreement
    2. State Contract
    3. GSA Contract
    4. TBR/UT Contract
    5. Sole Source **
    - Yes
      - Procurement Reviews & Processes Purchase
    - No
      - Procurement Reviews & Processes Purchase

Other considerations:
- 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