

TOPIC	Under \$5,000	\$5,000-\$9,999	\$10,000-\$19,999	Over \$20,000
<b>College Corporate Card purchases</b>	Yes, for allowable uses (see card policy)	No (Some higher card limits have been authorized). The threshold for Facilities Management material purchases is \$10,000	No (some higher card limits have been authorized)	No
<b>Purchase Order Required (*Requisitions and accompanying quotes must be submitted to Purchasing in order to obtain a PO)</b>	No	Yes (some higher card limits have been authorized).	Yes, 3 written price quotes to accompany requisitions sent to Purchasing (some higher limits have been authorized). The minimum threshold for Facilities Mgmt. construction related projects is \$25,000	Yes
<b>Blanket Order Suggested</b>	No, if you order repetitive items from the same vendor, use your College Corporate card.	No, if you order repetitive items from the same vendor use your College Corporate card.	Yes, 3 written quotes to accompany requisition sent to Purchasing.	Yes, 3 written prices to accompany requisition sent to Purchasing. Purchase order will be sent by Purchasing to Finance for signature.
<b>Confirming Order Request  (Extenuating circumstances only. Requisitions must be submitted to Purchasing in order to obtain a PO)</b>	Yes, only if the vendor does not accept a MasterCard	Yes, after comparing 2 or more prices (end user can obtain verbal pricing from vendor).	Yes, after 3 written price quotes.	No
<b>MHEC, E&amp;I or Campus Contract Use</b>	Yes, recommended wherever possible	Yes, recommended wherever possible	Yes, recommended wherever possible	A formal RFP or RFQ is recommended
<b>Written RFQ (Request for Quotation) required  or  RFP (Request for Proposal)</b>	No, use MHEC or Campus Contract or check individual companies for lower prices	No, use MHEC or Campus Contract or check individual companies for lower prices	Yes, 3 written quotations are required.	Yes, 3 written quotes are required. Purchasing can assist you with a formal RFP or RFQ
<b>APPROVALS REQUIRED</b>	Department Head or Principal Investigator	Department Head or Principal Investigator	Department Head or Principal Investigator	Department Head or Principal Investigator. For purchase orders over \$20,000, Purchasing sends purchase order to Finance Office for signature.

A contractor's or consulting agreement and insurance certificate must be obtained before end users can bring a vendor on campus to perform a service or job. Please send a requisition with accompanying scope of work to the Purchasing Office and indicate that the vendor is coming on campus to perform a service or job.