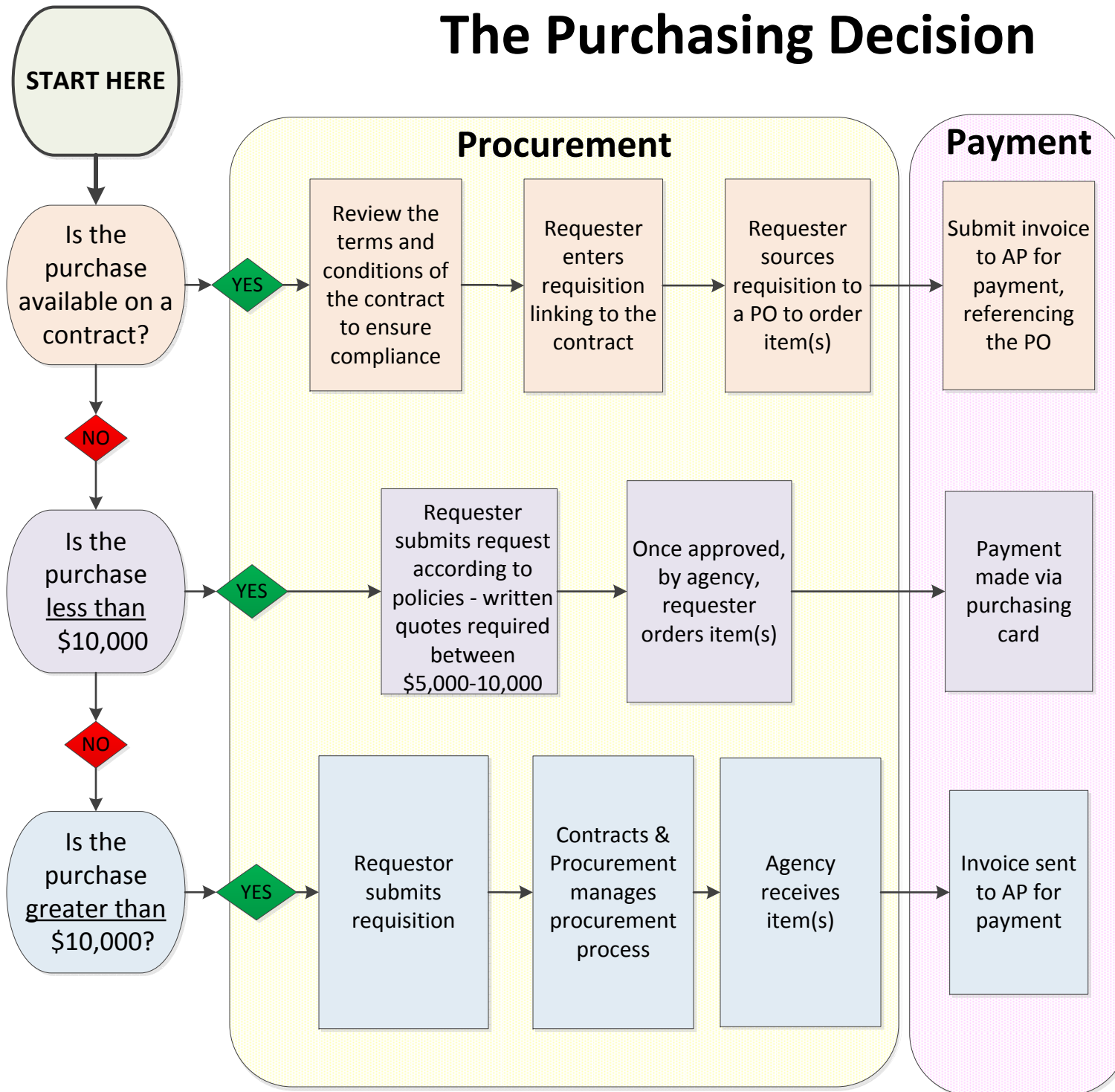


# The Purchasing Decision



## Policies

- |   |
|---|
| <p><b>Small Cost Purchases</b></p> <ul style="list-style-type: none"> <li>• Purchases less than \$10,000</li> <li>• Quotes required between \$5,000-10,000 (encouraged below that)</li> </ul> <p><i>See Policy 7021</i></p>   |
| <p><b>Purchasing Cards</b></p> <ul style="list-style-type: none"> <li>• Less than \$10,000 per transaction</li> <li>• No sales tax</li> <li>• No use by anyone except cardholder</li> </ul> <p><i>See Policy 7035</i></p>   |
| <p><b>State / Cooperative Agreements</b></p> <ul style="list-style-type: none"> <li>• Follow requirements of state or cooperative contract</li> </ul> <p><i>See Policy 7020</i></p>   |
| <p><b>Purchases to be Conducted by Contracts &amp; Procurement</b></p> <ul style="list-style-type: none"> <li>• All procurement over \$10,000 without contract</li> <li>• Expedited RFP (under \$50,000)</li> <li>• Full RFP</li> <li>• Sole Source/Exemptions</li> </ul> <p><i>Policy 7010, 7030</i></p> |