

Purchasing Procedure Matrix

Type of Procurement	Pro Card Allowed	PR Required	Dept. Sends Written Quote (s) to Purchasing	IFB Required by Purchasing	Contract Agreement Required	Sole Source Required W/ Quote
Material Purchases:						
Up to \$1,000	Yes					
Up to \$5K	No	Yes	No	No	No	No
Over \$5 up to \$25K	No	Yes	Yes	*Yes	No	*Yes
Over \$25K	No	Yes	No	Yes	No	*Yes
Contracts for Services:						
To \$5,000	No	Yes	No	No	no	No
Over \$5,000 - Under \$50,000	No	Yes	No	No	Yes	No
Over \$50,000	No	No	No	Yes	When awarded	Yes
Equipment/Software Maintenance:						
Up to \$1,000	Yes					
Up to \$5K	No	Yes	No	No	Yes	No
Over \$5K	No	Yes	No	Yes	When awarded	Yes
Equipment Rental/Lease/Lease-Purchase:						
Up to \$1,000	Yes					
Up to \$5K	No	Yes	No	No	Yes	No
Over \$5k	No	No	No	Yes	When awarded	Yes
Purchase/Rental/Lease/Lease-Purchase of Vehicles:**						
Up to \$5K	No	Yes	No	No	Yes	No
Over \$5K	No	No	No	Yes	Yes	Yes