

# Department – Fast Facts

## Purchasing Guidelines Matrix

Dollar Amount of Purchase Order	Sponsored Programs	University Use
Under \$2,500	<p>No quotes required</p> <p>No Selection of Source form required</p>	<p>No quotes required</p> <p>No selection of source form required</p>
\$2,500 - \$25,000	<p>Written quotes by Procurement or requestor --or-- Sole/single source</p>	<p>Verbal or written quotes by Procurement --or-- Sole/single source</p>
	<p>Required documentation: Selection of Source Form required unless sourced by Procurement</p>	<p>Required documentation: Selection of Source Form encouraged unless sourced by Procurement</p>
\$25,000 - \$100,000	<p>Written quotes by Procurement or requestor --or-- Sole/single source</p>	Same as Sponsored Programs
	<p>Required documentation: Selection of Source Form required unless sourced by Procurement</p>	
\$100,000 and above	<p>Written quotes or formal bids (with Procurement involvement) --or--</p>	Same as Sponsored Programs
	<p>Required documentation: Selection of Source Form required unless sourced by Procurement</p>	

**NOTES:**

1. All Selection of Source Forms require the approval of prior to approval of Purchase Orders.
2. No need for competition or Selection of Source Form when using a Preferred Supplier or transactions for a sub-award under Sponsored Programs.
3. When the requestor obtains the quotes or requests a sole or single source, the requestor is requesting a Named Source as noted in Procedure 4.3.1.