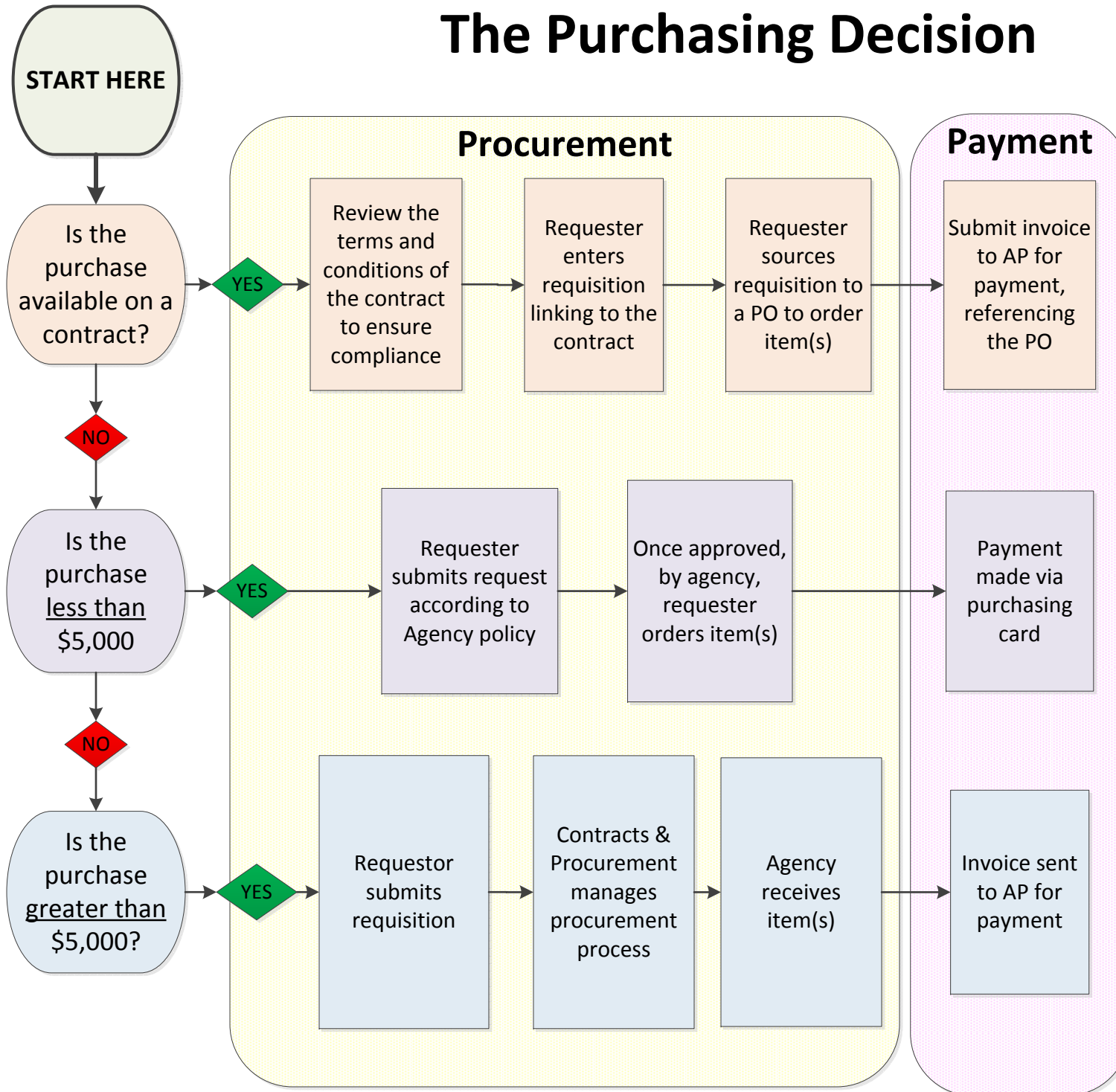


# The Purchasing Decision



**Small Cost Purchases**

- For purchases less than \$5,000
- Quotes not required (but encouraged)

*See Policy 7021*

**Purchasing Cards**

- Less than \$5,000 per transaction
- No sales tax
- No use by anyone except cardholder

*See Policy 7035*

**State / Cooperative Agreements**

- Follow requirements of state or cooperative contract

*See Policy 7020*

**Purchases to be Conducted by Contracts & Procurement**

- All procurement over \$5,000 without contract
- Expedited RFP (under \$50,000)
- Full RFP
- Sole Source/Exemptions

*Policy 7010, 7030*