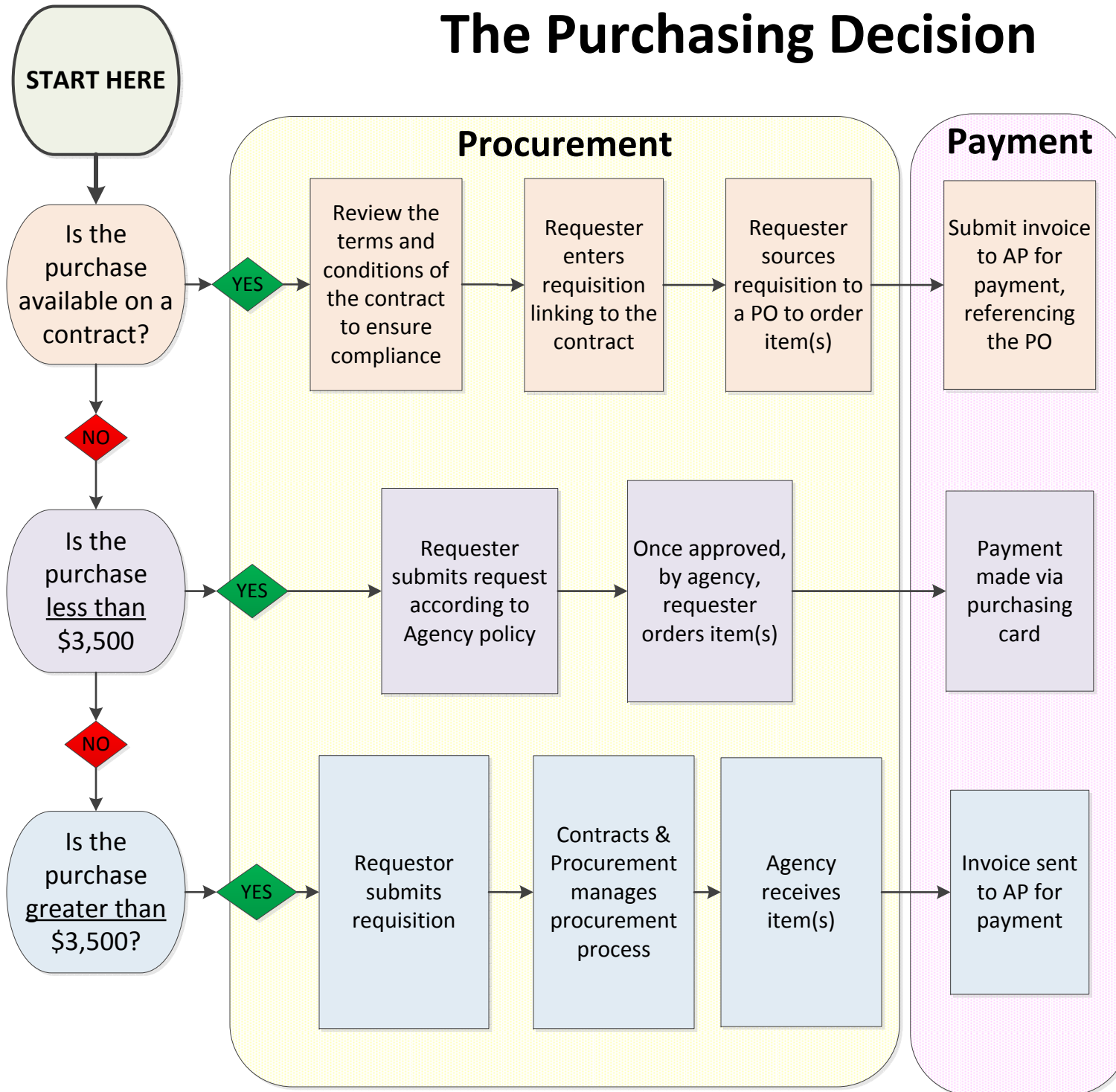


The Purchasing Decision



Small Cost Purchases For

- purchases less than \$3,500
- Quotes not required (but encouraged)

See Policy 7021

Purchasing Cards

- Less than \$3,500 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 \$3,500 without contract
- Expedited RFP (under \$50,000)
- Full RFP
- Sole Source/Exemptions

Policy 7010, 7030