PURCHASE ORDER DECISIONS

Is your Requisition for more than $50,000?

YES →

Is your request for items that are already on a bid? (If you are not sure, contact the Purchasing Department)

YES →

Complete Requisition, being sure to include the Bid number and item number when applicable.

NO →

Contact the Purchasing Department for help with your request. It may require a formal bid, or quotes, and will require Board approval.

NO ↓

Is your request for more than $3,500 but less than $50.000?

YES →

Is your Requisition for items that are already on a bid or from an otherwise approved source? (If you are not sure, contact the Purchasing Department.)

YES →

Complete Requisition. Be sure to include the Bid number and item number when applicable.

NO ↓

Is your purchase less than $3500 and from a bid, or otherwise approved vendor?

NO ↓

A **minimum** of 3 quotes is required. Contact the purchasing department for assistance if needed.

YES ↓

Complete Requisition. Be sure to include the Bid number and item number when applicable.

NO ↓

If no approved source exists, you may select the most economical source and proceed. If an approved source exists, you must attach quotes or an explanation for selecting a non-approved source.