

ESU PROCUREMENT PROCEDURES

Grants and Contracts

PROCUREMENT OF <i>SERVICES</i> **				
ALLOWABLE \$ AMOUNT	PURCHASING METHOD	PROCESSING TIME FRAME	BID/QUOTE REQUIRED	INSTRUCTIONS/GUIDELINES
\$1-\$599	Direct Charge	Approx. 1 week	No	Dept. contracts directly with service provider. Dept. signs, codes, and PI then sends the invoice to the OSPR/GA who will approve and send to Procurement/Accounts Payable to process payment.
\$600-\$5,000	SAP	Approx. 3 weeks	3 <i>informal</i> written quotes; Service Purchase Contract (SPC) is required	<ul style="list-style-type: none"> • Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition • Attach quotes to SAP requisition
\$5,001-\$20,599	SAP	Approx. 6 weeks	3 written quotes or 3 suggested service providers (procurement may get the quotes); Service Purchase Contract (SPC) is required	<ul style="list-style-type: none"> • Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition • Attach quotes to SAP requisition
\$20,600 and up	SAP	Approx. 10 weeks (or longer depending on cost)	Competitive bid and public advertisement required ; Service Purchase Contract (SPC) is required	Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition

PROCUREMENT OF <i>GOODS</i> **				
ALLOWABLE \$ AMOUNT	PURCHASING METHOD	PROCESSING TIME FRAME	BID/QUOTE REQUIRED	INSTRUCTIONS/GUIDELINES
\$1- \$100	PI's personal credit card or cash	Dependent upon vendor; reimbursement dependent upon submission of receipts and approvals	No	After purchase, fill out the Reimbursement Request Form , attach all original receipts and proof of personal payment (credit card statement, etc.) and submit to the OSPR/GA. PI must sign all invoices, reimbursements, etc. for grant funded purchases.
\$1 - \$500	Dept. P-Card*	Approx. 1 week; shipping time dependent upon vendor	No	All departments have their own P-Card. Dept. secretary will help PI place order with card directly from vendor.
\$1 - \$1,499	Direct Charge	Approx. 1 week	No	PI/Dept. orders directly from vendor, whom upon delivery of goods includes an invoice. PI then signs and sends invoice to the OSPR/GA to approve and forward to Accounts Payable.
\$1 - \$1,499	SAP	Approx. 1 to 3 weeks	No	Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition
\$1,500-\$5,000	SAP	Approx. 3 weeks	3 <i>informal</i> written quotes or 3 suggested suppliers and procurement will get the quotes (their discretion)	<ul style="list-style-type: none"> • Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition • Attach quotes to SAP requisition • Procurement may send RFP to additional vendors
\$5,000-\$20,599	SAP	Approx. 6 weeks	3 written quotes or 3 suggested suppliers and procurement will get the quotes (their discretion)	<ul style="list-style-type: none"> • Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition • Attach quotes to SAP requisition • Procurement may send RFP to additional vendors
\$20,600 and up	SAP	Approx. 10 weeks (or longer depending on cost)	Competitive bid and public advertisement required	Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition

* The Procurement Card (P-Card) program is highly encouraged in lieu of a purchase requisition when the total cost of the commodities being purchased is \$500 or less. The card **cannot** be used to purchase services.

** PI must sign all invoices, reimbursements, etc. for grant-funded purchases.