POLICY RESOLUTION **Appendix A 5-7**

ITEM: **Procurement Policy**
(Documentation & Procedures Quick Reference Guide)

Threshold	Documentation	Authority	Order Process
Up to $5K	• Requisition or PO may not be required • Purchase can be made by Purchasing Card or by Invoice • Purchasing Cards may be utilized only with vendors which have not been previously approved and included within the Vendor Master database Use of preferred vendors recommended; previously approved suppliers with set terms, conditions and pricing may reference previous quotes or contract already in place.	• As provided in the Delegation of Authority • It is not a recommended best practice for individuals to approve transactions where they are also the purchaser or preparer ("self-approval"); or where their direct or indirect supervisor is the purchaser or preparer. • *It is NOT acceptable to split the purchase into small parcels in order to avoid obtaining quotations.* • Best practice is to have different people: o Approve purchases o Receive ordered materials o Approve invoices for payment o Review and reconcile financial records o Perform inventory counts	• Purchase to be reviewed and approved by someone other than the employee initiating the purchase. • Established vendors should be paid through accounts payable only with an approved invoice • Receiving and three-way matching may be used • Purchasing card receipts and support to be provided to managers for review and approval prior to submission to Accounts Payable

Threshold	Documentation	Authority	Order Process
$5K up to $20K	• Requisition prepared with 2 verbal (documented verbal quotes are for preferred vendors only) or written quotes • Purchase order required and issued in advance of ordering • Use of preferred vendors recommended; previously approved suppliers with set terms, conditions and pricing may reference previous quotes or contract already in place	• As provided in the Delegation of Authority • It is not a recommended best practice for individuals to approve transactions where they are also the purchaser or preparer (“self-approval”); or where their direct or indirect supervisor is the purchaser or preparer. • *It is NOT acceptable to split the purchase into small parcels in order to avoid obtaining quotations.* • Best practice is to have different people: o Approve purchases o Receive ordered materials o Approve invoices for payment o Review and reconcile financial records o Perform inventory counts	• Purchase requisition to be reviewed and approved by someone other than the employee initiating the purchase. • Established vendors should be paid through accounts payable only with an approved requisition & purchase order • Receiving and three-way matching to be used • Purchase order to be prepared and issued to vendor upon receipt of approved requisition • Purchasing card receipts and support to be provided to managers for review and approval prior to submission to Accounts Payable

Threshold	Documentation	Authority	Order Process
$20K up to competitive threshold	• Requisition prepared with 3 written quotes • Use of preferred vendors recommended; previously approved suppliers with set terms, conditions and pricing may reference previous quotes or contract already in place • Purchase order required and issued in advance of ordering RFQ or RFP optional; ~~required for professional services, and longer term arrangements~~ •	• As provided in the Delegation of Authority • *It is not acceptable to split the purchase into small parcels in order to avoid obtaining quotations.* • Best practice is to have different people: o Approve purchases o Receive ordered materials o Approve invoices for payment o Review and reconcile financial records o Perform inventory counts	• Purchase requisition to be reviewed and approved by someone other than the employee initiating the purchase. • Established vendors should be paid through accounts payable only with an approved requisition / contract & purchase order • Receiving and three-way matching to be used • Purchase order to be prepared and issued to vendor upon receipt of approved requisition
~~$100K up to $250K~~Above competitive threshold	• Open solicitation required unless a roster or pre-qualified vendor already exists ~~• Requisition prepared with 3 written quotes~~ • May use previously approved suppliers • Purchase order required and issued in advance of ordering ~~• RFQ or RFP required~~ •	• As provided in the Delegation of Authority • *It is not acceptable to split the purchase into small parcels in order to avoid obtaining quotations.* • Best practice is to have different people: o Approve purchases o Receive ordered materials o Approve invoices for payment o Review and reconcile financial records • o Perform inventory counts	• Due to the nature of purchases in this category, sufficient time to gather the information required to create the tendering document's specifications, allowing sufficient time for vendors to create their responses. • Receiving and three-way matching to be used • Purchase order to be prepared and issued to vendor upon receipt of approved requisition
~~Above $250K~~	• Requisition prepared with 3 written quotes	• As provided in the Delegation of Authority - Board approval	• Due to the nature of purchases in this category, sufficient time

Threshold	Documentation	Authority	Order Process
	• May use previously approved suppliers • Purchase order required and issued in advance of ordering • RFQ or RFP required	required • *It is not acceptable to split the purchase into small parcels in order to avoid obtaining quotations.* • Best practice is to have different people: o Approve purchases o Receive ordered materials o Approve invoices for payment o Review and reconcile financial records • o Perform inventory counts	to gather the information required to create the tendering document's specifications, allowing sufficient time for vendors to create their responses. • Receiving and three-way matching to be used • Purchase order to be prepared and issued to vendor upon receipt of approved requisition