

Purchasing – When a PO is needed...

\$301.00 - \$9,999.99

- 1 quote is required; must be attached to requisition
- Co-op pricing preferred
- No PIF required

\$10,000.00 - \$24,999.99

- 2 quotes required; must be attached to requisition
- Co-op pricing preferred
- Add Note: *“lowest quote selected”*
OR
- Attach PIF if lowest quote is *not* selected to provide reason for choice - signed by Budget Manager

\$25,000.00 - \$49,999.99

- 3 quotes required; must be attached to requisition
- Co-op pricing preferred
- Add Note: *“lowest quote selected”*
OR
- Attach PIF if lowest quote is *not* selected to provide reason for choice - signed by Budget Manager