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| **LANDER UNIVERSITY PROCUREMENT** |

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| **EMPLOYEE GUIDELINES FOR** PROCUREMENT**PROCUMENT THRESHOLDS**GOODS & SERVICES AND CONSTRUCTION | Good Inventory with solid fill |
| VALUE | PROCUREMENT METHOD | REQUIREMENT |
| UP TO $2,500\* | Pcard\*\* | No quote required |
| MORE THAN $2,500 – UP TO $5,000\* | Purchase Requisition | One (1) written quote |
| MORE THAN $5,000 – UP TO $25,000\* | Competitive Procurement | Three (3) written quotes |
| MORE THAN $25,000\*  | Open Competitive Procurement | Scope/specifications |
| \*All amounts are before taxes but must include all other fees and represent the aggregate TOTAL amount of anticipated spend. For clarity and as an example, if the anticipated spend is $10,000 per year, but the contract is for a three-year period, this would require an Open Competitive Procurement since the total spend and the University’s commitment would be over the $25,000 threshold.\*\*Note the following items added to the unauthorized Pcard purchases list found in the Purchasing Card Manual as of February 2023: Apparel, food, software, software subscriptions, music subscriptions, donations, sponsorships, marketing or advertising, furniture. |

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| **PROCUREMENT** METHODS |
| Credit card with solid fill | **Pcard\*\*** | * **The Lander University Pcard is the preferred method of payment for amounts up to $2,500 (shipping/taxes included).**
* **See the Pcard Manual at lander.edu/about/offices-departments/procurement-services**
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| Document with solid fill | **Requisition &****Purchase Order** | * **A requisition is required for all purchases not processed using**

**a Pcard** |
| Users with solid fill | **Competitive Procurement** | * **In addition to a requisition, three (3) written quotes are required.**

**Quotes must be comparable (apples to apples). We encourage the use of our standard quote form to expedite and clarify responses.*** **Awarded to the lowest responsive bidder.**
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| Megaphone with solid fill | **Open Competitive Procurement (Solicitation)** | * **This must be advertised openly to the public.**
* **Length of publication and protest period vary with dollar value.**
* **Awarded to the lowest bidder (or highest ranked if evaluation factors are used)**
* **Requires a requisition, scope of work, and/or specifications**
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|  Fingerprint with solid fill | **Sole/Single Sourcing** | * **If goods/services are only available from one source**

**A Sole Source Justification will be required** |
|  Contract outline  | **Contracts/Agreements requiring signature** | * **Contractual agreements may only be signed by the President of the University or his/her designees.**
* **Any such agreements must be sent to Procurement Services for review.**
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