



1 Competitive Quotes are based on cost of purchase or max amount that will be spent in a 12 month period during contract term
\$10,000 to \$49,999
 2 quotes
\$50,000 to \$99,999
 3 quotes

2 Attached quotes are not required for purchases from a Sole Source or Cooperative Contract

3 Further into review, it may be determined that a HECVAT/SOC2 is required

4 Depending on the complexity of the contract, the timeline for review and negotiations may vary

5 Purchase Order only needs to be sent if a vendor requires one

Department Sponsor

Procurement

Contracts

Accounts Payable

P-Card