



Procedures Title: Purchasing and Procurement Quote

Introduction: To provide clear guidance on quote and bid requirements.

Policy Context: Policies 701.1 and 721 are the current board approved policies related to procurement and purchasing.

Responsibility: The Director of Business Services is responsible for the oversight and maintenance of the purchasing and procurement quote procedure(s).

Definitions:

- **Micro Purchase:** Under \$3,000 no quotations, equitable distributions (2 CFR §200.67)
- **Small Purchase:** \$3,000 to \$24,999, rate quotations, no cost or price analysis (2 CFR §200.88) Requires quote procedure.
- **Medium Purchase:** \$24,999-\$99,999, rate quotations, no cost or price analysis (2 CFR §200.88) Requires quote procedure.
- **Large Purchase:** \$100,000, bid law.

When purchasing capital items or large quantities of the same items follow the following guidelines:

\$0.00-\$2,999	Micro Purchases	No Quotes Required
\$3,000-\$24,999	Small Purchase	2 Quotes
\$25,000-\$99,999	Medium Purchases	3 Quotes
\$100,000 or More	Large Purchase	Bid Law

Procedures:

- Obtain required quotes from appropriate vendors.
- Check the State Bid Website and Cooperative Purchasing for any applicable vendors that may apply to the purchase.
- Fill out quote form that is located in the ISD Procedures Folder within the Business Office Folder.
- After the appropriate quotes are obtained:
 1. Prepare a requisition request for your vendor of choice.

2. Forward the quote form and the quotes (either hard copy or electronic) and the requisition request to the Director of Business Services.
3. Director of Business Services will review the quotes, budget plan, and recommended vendor.
4. Director of Business Services will notify administrator with any concerns, if any.
5. Once the item is approved, purchase order will be drafted and processed through the normal purchasing and procurement procedures.

Review Date: 10.04.16

Reviewed 07.10.17 by Director of Business Services