

## PROCUREMENT QUICK REFERENCE GUIDE

Purchase Description	Action Required	Timeline	Board Approval Required
All purchases under \$500 does not require a purchase order.	Requestor may select an active APECS supplier, order directly from supplier and submit invoice to A/P for payment.	N/A	N/A
All purchases over \$500 must be made by a valid SCS purchase order.	Requestor is required to submit a Requisition and attach quote for spend validation.	Requisition shall be processed within 3-5 days	N/A
Purchases with total amounts ranging from \$3,500-\$9,999.99 may be made in the open market, but shall, whenever possible, be based upon at least three (3) competitive quotes.	Requestor is required to submit a Requisition and not less than three quotes for spend validation. Requestor must select supplier with lowest cost.	Requisition shall be processed within 3-5 days	N/A
Purchases totaling \$10,000 or more must be competitively bid.	Requestor is required to submit a scope of work to the appropriate Sourcing Manager to determine if solicitation is required.	Solicitation shall be posted publicly for 20 business days, evaluated for a minimum of 10 business days and a minimum of 30 days for contract execution.	N/A
Bids or RFPs totaling \$100,000 or more must be presented for the approval of the SCBE Board Members.	Requestor is required to submit a scope of work to the appropriate Sourcing Manager to determine if solicitation is required.	Solicitation shall be posted publicly for 20 business days, evaluated for a minimum of 10 business days and a minimum of 30 days for contract execution.	Requestors must allow additional 30 business days for Board Approval.
Sole Source- Procurement by noncompetitive proposals.	Requestor must submit Justification documentation form for review and approval	Must allow for a minimum of 30 business days to validate and approve.	Only applicable for Requests \$100k and up
Only available from one single source			
Federal award agency authorized			
Inadequate competition			
Emergency	Approval Request must be submitted via email to the Procurement Director	Emergency purchases may be made without a purchase order	If these purchases fall within the amounts that require Board approval, they shall be presented to the Board at the next regular meeting.