

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. Only available from one single source	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
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.