

Quick Guide

Updated XX.XX.XXXX

What is strategic sourcing?

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Why follow the procurement rules?

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Ethics info here

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Where can I find the procurement processes and forms?

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Grants	Lorem ipsum	Link, Lorem ipsum dolor sit amet
State Agency	Lorem ipsum	Link, Lorem ipsum dolor sit amet
Travel	Lorem ipsum	Link, Lorem ipsum dolor sit amet
Telecom	Lorem ipsum	Link, Lorem ipsum dolor sit amet
Single/Sole Source	Lorem ipsum	Link, Lorem ipsum dolor sit amet

Thresholds

Amount	Type of Procurement	Process
<\$X,000	Lorem ipsum	Lorem ipsum dolor sit amet
\$XX,000-\$XX,000	Lorem ipsum	Lorem ipsum dolor sit amet)
\$XX,000-\$XX,000	Lorem ipsum	Lorem ipsum dolor sit amet)
\$XX,000 and above	Lorem ipsum	Lorem ipsum dolor sit amet)

Payment Methods

Method of Payment	Amount	Process
Options for an invoice from PO	Lorem ipsum	Lorem ipsum dolor sit amet
P-Card	Lorem ipsum	Lorem ipsum dolor sit amet
Direct Payment	Lorem ipsum	Lorem ipsum dolor sit amet
Grant	Lorem ipsum	Lorem ipsum dolor sit amet

Commonly Used Contracts

Easy procurement process steps:

1) Are there any Unique Procurement Processes?

Please see the reference list.

2) Is there an existing mandatory contract?

If what you need is on a mandatory contract, you must buy from the contract unless you have a written waiver to purchases elsewhere.

You can search these contracts on XXXXXXXX

*Please see next page for a table of commonly used contracts.

3) What if my purchase does not have a Special Process and there isn't a mandatory contract available?

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What is the appropriate procurement process for the dollar value of my purchase?

Please see the Purchasing Thresholds reference list. Work with the Procurement Contacts to begin planning the sourcing strategy.

4) Contract Management and Records

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Unique Procurement Processes

Description	Contact	Process / Approval
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Contract Management and Records
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