

Before You Buy....Did You Know?

We Have **Several** Easy-to-Use Catalogs:



Visit the [Marketplace](#) for more information

You can use a **P-Card** for purchases \$3K or less



Visit [BCM Card Programs](#)

Buying Matrix and Required Documentation

| Dollar Amount | Method | Additional Documentation | |
|---------------------|--------|--------------------------|--|
| | | Preferred Vendor | Approved Vendor |
| Up to \$3K | P-Card | — | — |
| Up to \$1K | PO | — | — |
| \$1K - \$50K | PO | 1 quote | 1 quote |
| \$50K - \$250K | PO | 1 quote | Quotes from 3 different vendors OR Sole Source + 1 quote Formal Bidding Process required— Contact Supply Chain OR Sole Source |
| Greater than \$250K | PO | 1 quote | + 1 quote |



Please do not call the vendor directly; contact Supply Chain for assistance.

Updated 08/24/2021



SUPPLY CHAIN MANAGEMENT