

# How to Buy Guide

Item Type	Total Purchase Amount	Preferred Buying Method	Required Documents	Why should I use this buying method?
Supplies available on BCM Marketplace	Up to \$50,000	Baylor PunchOut Catalog	N/A	The Marketplace contains BCM preferred suppliers with existing contracts; Uniform Guidance (“UG”) compliance risk minimized
Supplies available on BCM Marketplace	> \$50,000	Baylor PunchOut Catalog	3 quotes, or 1 quote with an appropriate Sole/Single Source Justification Form (“SSF”)	The Marketplace contains BCM preferred suppliers with existing contracts; UG compliance risk minimized
Low-dollar purchases, like non-capital supplies and equipment, books, professional article submissions, etc. that are <b>not</b> available on the BCM Marketplace	Up to \$3,000 <i>Please contact <a href="mailto:cardadmin@bcm.edu">cardadmin@bcm.edu</a> for the approval of purchases &gt; \$3K</i>	<a href="#">PCard</a>	Receipts for all purchases on sponsored awards and those totaling \$25 or greater on other sources	Speed of transaction; eliminates costs associated with purchase order (“PO”) processing; useful when a supplier doesn't accept POs
Supplies professional services, and independent contractor payments that are not available on the BCM Marketplace	\$3,000 to \$50,000	SRM Free-text Shopping Cart	1 quote	Provides greater visibility & traceability; supplier must be vetted and approved prior to order entry; UG compliance risk minimized
Supplies professional services, and independent contractor payments that are not available on the BCM Marketplace	> \$50,000	SRM Free-text Shopping Cart	3 quotes or 1 quote with an appropriate SSF	Provides greater visibility & traceability; supplier must be vetted and approved prior to order entry; UG compliance risk minimized
Business Travel, Entertainment, Awards/Gifts, Events	As needed/dictated by policy (e.g., \$75 per person entertainment limit)	<a href="#">Corporate Card</a>	Receipts for all purchases on sponsored awards and those totaling \$25 or greater on other sources	Speed of transaction; eliminates costs associated with PO processing; useful when a supplier doesn't accept POs
All items or services over \$250,000	> \$250,000	Negotiated and pre-approved contract selected from a competitive process.	Due to public advertisement requirements, <b>Supply Chain Services must handle the solicitation process.</b>	UG compliance ensured; requires Legal review; review by additional impacted departments as necessary
Medical license renewals, high dollar membership dues and/or subscriptions, honoraria, legal settlements and other justified, approved circumstances	As Needed	SAP Check Request (“KR”)	Finance Universal Notification (“FUN”) Sheet with appropriate signatures and supporting documentation	Please note: A College-issued PO or credit card remain the preferred methods for the procurement of everyday goods and services and prevent the issuance of invoices for after-the-fact payment from vendors. Only extenuating circumstances should lead to after-the-fact payments and will require justification.