



PURCHASING POLICY CHANGES

FEBRUARY 2018

So What's Changed?

- ▶ Added approval process for credit card transactions
- ▶ Added One Card guidelines
- ▶ Bid thresholds
- ▶ Out-of-state student group travel



New Bid Thresholds


Small Dollar Purchases Less than \$3,500

- ▶ The “individual procurement” threshold for a single procurement item is \$1,000, select the best source by direct award without seeking competitive bids/quotes
- ▶ The single procurement aggregate threshold is \$3,500 for multiple item(s) from one source at a time (this is the PO Total Amount)
- ▶ If a single procurement item is more than \$1,000 and the total PO is less than \$3,500, obtain two (2) verbal quotes



Purchases between \$3,501 - \$25,000

- Obtain **2 written bids/quotes** on vendor stationery, email, fax, or hard copy
- Documentation, including the written quotes **MUST** be submitted to the Purchasing Department
- The “**Annual Cumulative**” threshold from the same source is a maximum of **\$50,000**. What this means is when awarding small dollar purchases to vendors, consider multiple sources allowing vendors fair opportunity to compete for our business.



2
WRITTEN
QUOTES

BID BY PURCHASING

Purchases between \$25,000 - \$50,000

- ▶ Purchasing will select the best method to secure a minimum of two (2) bids

Purchases \$50,000 & Up

- ▶ Formal bid process

3 Numbers to Remember

\$1,000

\$3,500

\$25,000



Let's Go Shopping!

How to apply the new thresholds. Please note that shipping costs must be included in the overall costs of the order.

Requisition for Baseball

| Line Item # | Qty. | Unit of Measure | Description | Unit Price | Extended Price |
|-------------|------|-------------------|--------------------------|------------|--------------------------|
| 1 | 10 | Each | Baseball Bats | \$50.00 | \$500.00 |
| 2 | 25 | Each | Baseball Gloves | \$75.00 | \$1,875.00 |
| 3 | 10 | Pkgs. (25/pkg) | Official Game Baseballs | \$100.00 | \$1,000.00 |
| 4 | 1 | Each | Shipping | \$50.00 | \$50.00 |
| | | | Requisition Total | | <u>\$3,425.00</u> |

Requisition total is less than \$3,500 and there is no “single procurement item” that exceeds \$1,000. Award to the Best Source, no other bids are required.

Requisition for CTE Lab

| Line Item # | Qty. | Unit of Measure | Description | Unit Price | Extended Price |
|-------------|------|-----------------|--------------------------|------------|--------------------------|
| 1 | 2 | Each | Workbench Stations | \$1,500.00 | \$3,000.00 |
| 2 | 1 | Each | Drill Kits | \$250.00 | \$250.00 |
| 3 | 10 | Each | Safety Cutters | \$5.00 | \$50.00 |
| 4 | 1 | Each | Shipping | \$25.00 | \$25.00 |
| | | | Requisition Total | | <u>\$3,325.00</u> |

There is a “single procurement item” over \$1,000; therefore, two (2) verbal quotes are required.

Requisition for Cheerleading Uniforms

| Line Item # | Qty. | Unit of Measure | Description | Unit Price | Extended Price |
|-------------|------|-----------------|--------------------------|------------|--------------------------|
| 1 | 20 | Each | Skirts | \$75.00 | \$1,500.00 |
| 2 | 20 | Each | Tops with Logo | \$125.00 | \$2,500.00 |
| 3 | 20 | Each | Cheer Shoes | \$100.00 | \$2,000.00 |
| 4 | 1 | Each | Shipping | \$50.00 | \$50.00 |
| | | | Requisition Total | | <u>\$6,050.00</u> |

Requisition total is more than \$3,500 - Get 2 written bids

Requisition for Computers

| Line Item # | Qty. | Unit of Measure | Description | Unit Price | Extended Price |
|-------------|------|-----------------|--------------------------|------------|---------------------------|
| 1 | 20 | Each | Dell Computers | 500.00 | \$10,000.00 |
| 2 | 20 | Each | Dell Monitors | \$125.00 | \$2,500.00 |
| 3 | 20 | Each | Keyboards | \$30.00 | \$600.00 |
| 4 | 1 | Each | Shipping | \$100.00 | \$100.00 |
| | | | Requisition Total | | <u>\$13,200.00</u> |

Items are on contract with Dell, no other bids are required.

Requisition for orders over \$25,000

| Line Item # | Qty. | Unit of Measure | Description | Unit Price | Extended Price |
|-------------|------|-----------------|--------------------------|-------------|---------------------------|
| 1 | 2 | Each | Electric Kilns | \$15,000.00 | \$30,000.00 |
| 2 | 2 | Kits | Kiln furniture | \$1,500.00 | \$3,000.00 |
| 3 | 1 | Each | Installation | \$500.00 | \$500.00 |
| 4 | 1 | Each | Shipping | \$200.00 | \$200.00 |
| | | | Requisition Total | | <u>\$33,700.00</u> |

Requisitions over \$25,000.00, send to Purchasing to obtain the bids.

Out-of-State Student Travel

- All out-of-state student travel MUST be bid by Purchasing unless otherwise authorized by the Director of Purchasing



Call Purchasing at ext.
27800 if you have any
questions

