



Policy 7.2
Purchasing Policy
Reviewed 8/2014

\$ 0	to	\$1,500	One quote or bid required. Quote may be a telephone quote. If a purchase will be made over the counter using a Field Purchase Order (small PO), the telephone quote or bid is not required. Field Purchase Orders should not exceed \$300 unless a Non-Personnel Requisition is approved prior to purchase.
\$1,501	to	\$5,000	One quote or bid in writing required (faxed quote or bid is acceptable). It is advisable to request a minimum of two quotes or bids. Quote(s) or bid(s) must be attached to the Non-Personnel Requisition that is submitted to the Business Office.
\$ 5,001	to	\$10,000	Two quotes or bids in writing are required (faxed quotes or bids are acceptable). It is advisable to try to obtain more than two bids if there are available vendors. Quotes or bids must be attached to the Non-Personnel Requisition that is submitted to the Business Office.
Over \$10,000			Consult the Business Office for assistance in requesting bids.

If an item is available on State Contract, bids are not required. The contract number must be indicated on the Non-Personnel Requisition. State Contracts are available over the Internet. Please contact the Business Office for the access for your campus. The address is <http://www.mmd.admin.state.mn.us/process/contract/CPVContractsList.asp>

Non-Personnel Requisitions without a contract number or quote(s) or bid(s) attached will be returned to the requestor.

Non-Personnel Requisition forms are available in the Business Office and on the Q:\drive.

CONFIRMING PURCHASE ORDER NUMBER PROCEDURE

A Requisition for Purchase must be completed and approved by the Provost or his/her Designee. The Requisition is forwarded to the Business Office for purchase order processing. The Business Office confirms that there is sufficient funding in the cost center(s) to cover the order. If the vendor is not in the State of Minnesota SWIFT Vendor system, there will be a delay in generating the purchase order while the vendor is set up. To be set up in the State system, the vendor must supply the Business Office with a current, completed Form W-9 and specific contact information.

The requester can then telephone or fax the order to the vendor.

Review/Revision History:
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