



**3344-65-05 Purchases below bid threshold.**

(A) Small purchases

Small purchases valued at twenty-five hundred dollars or below are exempt from the competitive process.

(B) Goods below bid threshold

For goods to be purchased between twenty-five hundred one dollars and twenty-four thousand nine hundred ninety-nine dollars, a minimum of three quotes, one from an MBE, shall be acquired, when possible. If not possible, a brief written explanation shall accompany the requisition. One or more quote(s) are provided by the department and the others by purchasing, with the lowest, responsive vendor becoming the vendor of choice. The process of selecting the lowest quote is subject to a procedural override at the Vice President level, if determined to be in the best interests of the University.

(C) Services below bid threshold

For purchase of services between twenty-five hundred one dollars and forty-nine thousand nine hundred ninety-nine dollars, the department should supply a minimum of three quotes, one from an MBE, where possible, for the identical scope of work, reviewable by purchasing. If not possible, a brief written explanation shall accompany the requisition. The most advantageous quote becoming the vendor of choice.

(D) Purchases above the bid threshold

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