

Basic Procurement Guidelines

1. Shop the MarketPlace First
 - a. All supply purchases below \$2500
 - b. If your supplier is not in MarketPlace, send Procurement Services a request to have your supplier added to the MarketPlace
2. Document due diligence for items purchased outside of the MarketPlace and process payments with a PCard
3. Verify that all purchases are supported by the [University Spend Guidelines](#)
4. All supply purchases below \$2500 outside of the MarketPlace system must be paid with a PCard. The only exceptions are:
 - a. The supplier will not take a PCard Payment
 - b. The invoice being processed is a partial shipment for an order above \$2500
5. Purchases above \$5000 require a requisition be submitted to Procurement Services for processing unless there is a valid voucher [special category ID](#) that allows for payment by voucher.