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.