

Threshold* <i>(per vendor, per fiscal year)</i>	Payment Method	Procurement Method
Less than \$10,000 - non-capital items & services ^a	Purchase Card OR Check Request	 1 Quote
Less than \$10,000 - capital items ^c	Purchase Order	 1 Quote
\$10,000 to \$100,000	Purchase Order	 3 Quotes OR Existing State or Cooperative contract ^d
Greater than \$100,000	Purchase Order	 Formal Solicitation OR Existing State or Cooperative contract ^e

Procurement Quick Reference Guide

- a **Non-capital Items:** Individual items with a unit cost of less than \$5,000 in total, including tax, shipping, and set-up costs.
- b **Services:** For some individuals providing services to YC (guest lecturers, performers, artists, etc.) an Independent Contractor agreement may be required. Contact Accounts Payable with questions regarding Independent Contractors. A Certificate of Insurance will also be required for any individuals or suppliers who will be physically present on campus in order to provide services.
- c **Capital Items:** individual items with a unit cost greater than \$5,000 in total, including tax, shipping, and set-up costs. Capital items must be purchased via purchase order in order to generate an asset tag and ensure the item is properly tracked at YC.
- d **Existing State or Cooperative Contract:** In some instances, YC may purchase off of a competitively bid, pre-existing state or cooperative contract, in lieu of obtaining 3 quotes. Procurement staff can assist you with identifying these contracts and suppliers that hold them.
- e **Formal Solicitation:** A publicly advertised bidding opportunity conducted by Procurement staff. Contact Procurement for information on how formal solicitations are conducted. Exceptions may be granted when a formal solicitation is not practical. In these cases, a Sole or Single Source Determination may be considered, but these must be evaluated by Procurement staff.

Important Reminders

- This guide does not cover all purchasing situations – if you have questions or are working on a complex purchase, contact Procurement ASAP so that we can assist!
- Thresholds are on a *per vendor per fiscal year basis* – regardless of whether you are making a single large purchase or many small purchases, the thresholds and applicable policies are still in effect.
- YC has designated the ability to sign contracts to the Director of Procurement & Contract Services only – purchasing liaisons and budget managers may not sign contracts on behalf of YC.
- In some special cases, purchases may require approval from other parties besides just your budget manager – see next page:

Is the purchase item(s) or service(s) with Terms & Conditions ?	Submit to Procurement & Contract Services for review prior to placing the order	Email: Procurement@yc.edu
Is the purchase services that will take place on campus ?	Supplier must provide a Certificate of Insurance to Procurement & Contract Services prior to arriving on campus	
Is there a potential Conflict of Interest regarding this purchase (see policy 2.2 for explanation)?	Inform Procurement & Contract Services immediately and prior to placing the order: competitive quotes must be acquired and an HR form must be completed	
Will the purchase be placed on the floor, hung on the wall, used outdoors, or have electrical needs?	Submit an explanation of the purchase to Facilities for approval prior to placing the order	Email: Facilities@yc.edu
Is the purchase computer hardware, software, or telephone-related?	Submit an explanation of the purchase to ITS for approval prior to placing the order	Email: Helpdesk@yc.edu
Is the purchase food or beverages for an Official Function?	Complete Official Functions form (signed by Budget Manager and VP) and submit with purchase documentation (P-card, check request, or requisition)	Email: Accountspayable@yc.edu
Is the purchase printing or photocopy equipment?	Submit an explanation of the purchase to Mail, Print, and Distribution Services for approval prior to placing the order	Email: Distributionservices@scholar.yc.edu
Is the purchase advertising or promotional services?	Submit an explanation of the purchase to Marketing for approval prior to placing the order	Email: Tim.Diesch@yc.edu

Please direct all general requests for assistance to Procurement@yc.edu so that we can log your request & route it to the correct staff member.

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