

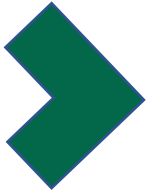







Threshold* <small>(per vendor, per fiscal year)</small>		Payment Method		Procurement Method
Less than \$10,000 - non-capital items & services <sup>a</sup> <sup>b</sup>		Purchase Card OR Check Request		1 Quote
Less than \$10,000 - capital items <sup>c</sup>		Purchase Order		1 Quote
\$10,000 to \$100,000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

## 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:

## Special Purchasing Cases Requiring Additional Approvals

Is the purchase item(s) or service(s) with <b>Terms &amp; Conditions</b> ?	Submit to Procurement & Contract Services for review prior to placing the order	Email: Procurement@yc.edu
Is the purchase <b>services that will take place on campus</b> ?	Supplier must provide a Certificate of Insurance to Procurement & Contract Services prior to arriving on campus	
Is there a potential <b>Conflict of Interest</b> 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 <b>placed on the floor, hung on the wall, used outdoors, or have electrical needs</b> ?	Submit an explanation of the purchase to Facilities for approval prior to placing the order	Email: Facilities@yc.edu
Is the purchase computer <b>hardware, software, or telephone-related</b> ?	Submit an explanation of the purchase to ITS for approval prior to placing the order	Email: Helpdesk@yc.edu
Is the purchase <b>food or beverages</b> 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 <b>printing or photocopy equipment</b> ?	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 <b>advertising or promotional services</b> ?	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](mailto:Procurement@yc.edu) so that we can log your request & route it to the correct staff member.

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