Purchasing Guidelines

$4,999 and under

- Use P-Card, LVPO, PV or Reimbursement
- If RX used, AZ Small Business only unless items or services are on contract or there is justification as to why a small business is not practicable

$5,000 to $49,999.99

AZ Small Business preferred unless items or services are on contract or there is justification as to why a small business is not practicable

Required information:

- Email/memo request sent to Procurement
- Quote or Contract/Agreement (ASU, state or cooperative agreement)
- Business Purpose
- Justification if not utilizing a small business. If not known, send the supplier the Vendor Authorization Form.

$50,000 - $99,999.99

AZ Small Business preferred, using Informal Quote Summary Sheet (Purchasing internal form) with quotes from small businesses (preferred) unless items or services are on contract or there is justification as to why a small business is not practicable

Required Information:

- Email/memo request sent to Procurement
- 3 Quotes or Contract/Agreement (ASU, state or cooperative agreement)
- Business Purpose
- Justification if not utilizing a small business. If not known, send the supplier the Vendor Authorization Form.

$100,000 and over

Formal Sealed Bid/RFP, Sole Source, or Bid Waiver - NO AZ Small Business requirements

Required Information:

- Email/memo request sent to Procurement (Buyer may decide if an RFP or ITB needs to be processed)
- **Sole Source** - (Method and Evidence needed with page 1 of Sole Source Form)
- **How-To Guide for Sole Source Procurements**
- **Bid Waiver**