



## ASU Procurement quick reference guide

**a. Purchases under \$10,000 without a PCard:**

- When a vendor does not accept PCards or the department does not have a PCard, use a requisition.

**b. Small business:**

- A business with less than 100 full-time employees or less than \$4 million in revenue in the most recent fiscal year.

**c. Existing awards:**

- ASU may be able to use existing awards from any ASU department, other public institutions, and some purchasing consortiums.

**d. Request For Proposal:**

- An RFP is the most-used type of formal solicitation. Contact Procurement for information on how to complete an RFP and other options for formal solicitation.
- Exceptions may be granted when a formal solicitation is not practical. In these cases, a Sole Source or Bid Waiver can be evaluated, but these must be worked through Procurement.

## Things to remember

- Contact Procurement for assistance if you are working on a complex purchase, including purchases with a contract or a Formal Solicitation.
- ASU designates the ability to sign contracts to certain officers. Find the Signature Authority Delegation list at [ogc.asu.edu/contracts/contracts-authority](https://ogc.asu.edu/contracts/contracts-authority).
- Dollar thresholds are based on a single procurement or overall contract spend. Details may vary, please contact Procurement with specific questions.

**If you have a unique situation not covered in this quick reference guide, contact Procurement for assistance at 480-965-2160 and email [Purch-q@asu.edu](mailto:Purch-q@asu.edu).**