Under $10,000

SunRISE or Purchase Order

$10,000 to $25,000

SunRISE or Purchase Order

$25,001 to $100,000

SunRISE or Purchase Order

More than $100,000

SunRISE or Purchase Order

Payment method

Procurement method

1 Quote + Small business

>1 Quote + Small business

RFP

or

Existing award

or

Existing award

or

Existing award
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.
- 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.