Under $10,000
- **SunRISE** or **Purchase Order**

$10,000 to $49,999
- **SunRISE** or **Purchase Order**

$50,000 to $99,999
- **SunRISE** or **Purchase Order**

More than $100,000
- **SunRISE** or **Purchase Order**

Procurement system
- **Procurement method**

1 Quote + Small business
2 Quotes + Small business
3 Quotes + RFP
Existing contract
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 contracts:
   ▪ ASU may be able to use existing contracts 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.