

Procurement Services Documentation Matrix

Goods & Services

Procurement Value \$	Procurement Method	Documentation Required	Responsible Area
\$0 - \$10,000	Purchase Order (non-catalog order form) (standing order form)	Selected vendor quote (attached in external notes)**	Department
\$10,001 - \$24,999	Purchase Order (non-catalog order form) (standing order form)	at least 2 (two) letterhead quotes (1 being the selected vendor attached to external notes the other being a comparison attached to internal notes) or Single/Sole Source Justification**	Department (or Procurement Services, if requested)
> \$25,000	Competitive Bid or Single/Sole Source Justification	Bid Summary or Single/Sole Source Justification (attached in internal notes) and Quote (attached in external notes)**	Procurement Services
Any Amount of Consulting/Professional Services (requires President's approval) (excluding Construction)	Competitive Bid or Single/Sole Source Justification**	Bid Summary or Single/Sole Source Justification (attached in internal notes) and Proposal (attached in external notes)**	Department and Procurement Services

Construction Services Only (Does not include furniture and equipment)

Procurement Value \$ (includes Consulting/Professional Services) (Qual Based Selection for A/E Svcs > \$50,000)	Procurement Method	Documentation Required	Responsible Area
\$1 - \$50,000	Purchase Order (non-catalog order form) (standing order form)	Selected vendor quote (attached in external notes)**	Facilities
\$50,000 - \$215,000	Purchase Order (non-catalog order form) (standing order form)	at least 2 (two) letterhead quotes (1 being the selected vendor attached to external notes the other being a comparison attached to internal notes) or Single/Sole Source Justification**	Facilities
> \$215,000	Competitive Bid	Bid Summary (follows ORC 153)	Facilities

** Not required if using an acceptable State, Cooperative or Consortium Agreement upon Buyer Review