



FASS Purchasing Cheat Sheet

ALWAYS HAVE:

Valid Vendor – Insurance and contact information on file (Vendor in Banner)

PO or Retainer BEFORE work is performed.

Specifics – Specs, Part lists, quantities, exploded views, etc.

Purchasing Requirements:

Type of purchase	Purchasing Level	Estimated Timeframe (for PO)	Approvals required	Documents required
Goods or trade services	\$0 - \$5,000	2-4 days	L1 (Buyer)	PREQ
Personal Services	\$0- \$25,000	2-5 days	L2 (Purchasing Mgr.)	3 quotes, PREQ, Written contract
Goods or trade services	\$5,000 - \$25,000	4-8 days	L2 (Purchasing Mgr.)	3 quotes, PREQ, Written contract
Informal Procurement	\$25,000 - \$150,000	30 days	L3 (PCS Contract officer)	RFQ, PCS Posting 1 MSWBE Vendor
Formal Procurement	> \$150,000	8 weeks	L3 (PCS Contract officer)	ITB,RFP, PCS Posting

Definitions:

PREQ – Procurement Request

MWESB – Minority, Women, or Emerging Small Business

ITB - Invitation to Bid

RFQ – Request for quotes

RFP – Request for Proposals

Retainers are for Projects only, No service contracts

Contact info:

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