

Purchasing/Payment Summary

<u>Amount</u>	<u>Nature</u>	<u>Payment</u>	<u>Documentation</u>
< \$1,000.00	Goods/Products	Non-PO Check Request Blanket PO P-Card (if eligible)	Vendor invoice
	Services	Non-PO Check Request	Vendor invoice Independent Contractor Agreement or Master Service agreement **Classroom speakers <\$600/yr do not require ICA
\$1,000.00 to \$9,999.99	Goods/Products	Purchase Order Required	1 written quote or proposal from Vendor
	Services	Purchase Order Required	1 written quote or proposal from Vendor Independent Contractor Agreement or Master Service Agreement
\$10,000 to \$49,999.99	Goods/Products	Purchase Order Required	Written proposal from 2 vendors or SSV justification approved by EVP/COO.
	Services	Purchase Order required	Written proposal from 2 vendors or SSV justification approved by EVP/COO. Independent Contractor Agreement
\$50,000 and Above	Goods/Products	Purchase Order Required	Written proposal from 3 vendors or SSV justification approved by EVP/COO.
	Services/Projects	Purchase Order required Formal Bidding Process	Written proposal from 3 vendors or SSV justification approved by EVP/COO. Independent Contractor Agreement or Master Service Agreement