

PURCHASING DEPARTMENT

STATE UNIVERSITY OF NEW YORK COLLEGE AT GENESEO

POLICY NO.: P-075
PAGE NO.: 1 of 1
SUPERSEDES NO.:
SUBMITTED BY: Rebecca E. Anchor

TITLE: General Procurements Between \$10,000 - \$50,000

EFFECTIVE DATE: May 2, 2012

I. PURPOSE

The purpose of this policy is to define a procedure for the procurement of materials, supplies and equipment (excluding printing) where the total purchase order is equal to or greater than \$10,000, but less than \$50,000.

II. SCOPE

This procedure applies to all employees involved in the procurement of materials, supplies, and equipment.

III. PROCEDURE

Upon receipt of a requisition, the following procedures should be followed:

- A. <u>State contract</u> check item to see if it is available from State contract. No further documentation required.
- B. <u>Competitive item</u> \$10,000 \$50,000 written quotes will be solicited to ensure reasonableness of price.

[Note: Quarterly ad is placed in the NYS Contract Reporter to keep current on the required public notice to potential "bidders" on procurements having a value equal to or greater than \$10,000, but less than \$50,000.

C. <u>Sole Source</u> - should include proper justification signed by the department and the President or his designee. OSC approval will be sought when required.

IV. DOCUMENTATION REQUIRED FOR PAYMENT

Copy of *New York State Contract Reporter* quarterly ad and/or documentation to justify vendor selection and reasonableness of price should be kept with the file copy of the purchase order. Such documentation may be required prior to payment.