



How to buy a good/service for less than \$10,000:

1 Identify need through strategic planning.

2 Conduct basic market research to estimate cost.

3 *Is estimated cost less than \$10K?*

YES

4 See purchasing and use market research to select best vendor/price.

NO

If \$10k or more than either a Quoted process or IFB/RFP will have to be used **(See Purchasing)**.

5 *Has your Dept. spent more than \$9999 in current FY with selected vendor (or will this purchase, added to prior spending, exceed \$9999)?*

YES

NO

6 Enter a Req into MUNIS. Once PO is converted, order goods/services, requesting that PO# is included on all invoices