



How to buy a good/service for more than \$50,000:

1 Identify need through strategic planning.

2 Conduct basic market research to estimate cost.

3 *Is estimated cost over \$50,000?*

YES

NO

4 *See Purchasing.*

An advertised competition will need to be conducted. This process takes at least 3 weeks, but more likely 4-6 weeks until a contract is final.

See other resources for smaller procurements.

5 Finalize Purchasing Request Form (*See Purchasing Website*)

6 Enter Req for the amount needed. Once Contract is executed, Req will be converted to PO and items/service can be purchased.