

# Purchase / Requisition Approval

## Required for all procurements over \$4,999

Submit form to Assistant/Associate Dean for Business and Administrative Management

**Enter information for your requisition line item. Quotes and spec sheets must be attached.**

Item Description*			
Price*			
Quantity*			
Category			
Unit of Measure ( <i>e.g. EA, SQF, LOT</i> )*			
Due Date ( <i>estimated delivery</i> )*			
Supplier Name*			
Supplier ID			
Comments			

\* Required entries

### Accounting Lines

Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project	Activity	Cost Share	Product	Funding Source

REQ ID		DATE	
PO No		DATE	

**Requested by:**

\_\_\_\_\_ Date: \_\_\_\_\_

# Approval Checklist

To be completed by the Business Office

## Small Purchase [SCPC 11-35-1550[2](a)]

Up to \$10,000 [YES] [NO]

✓ Price "fair and reasonable" [YES] [NO]

✓ Purchases distributed equally among qualified suppliers

\$10,000 - \$25,000 [YES] [NO]

✓ 3 bona fide\* written quotes, [YES] [NO]

\* A "no quote" does not qualify as a bona fide quote.

You can provide 3 written quotes, but you must complete the following:

✓ Send a written solicitation (an e-mail will work) to no less than 3 vendors prior to receive any quotes.

✓ You must receive no fewer than 3 written bona fide quotes.

✓ A "no quote" does not qualify as a bona fide quote.

✓ Partial quotes do not qualify as a bona fide quote.

✓ Provide copies of the written solicitation, quotes, and any drawings or documents provided to vendors with the requisition.

✓ **OR**, you can submit written specifications and Purchasing will advertise in South Carolina Business Opportunities (SCBO) [YES] [NO]

## Advertised Small Purchases \$25,000 to \$100,000

✓ Written solicitation of written quotes, bids, or proposals [YES] [NO]

✓ Must advertise in SCBO [YES] [NO]

## Commercial Products & Commercial Available Off-the Shelf Products [SCPC 11-35-1410]

Three Written Quotes Up to \$100,000 for COTS [YES] [NO]

✓ Written Request [YES] [NO]

✓ Bona Fide Quotes [YES] [NO]

✓ SCBO Advertisement [YES] [NO]

**Construction Up to \$100,000** [YES] [NO]

Three Written Quotes Up to \$100,000 for COTS

- ✓ Written Request [YES] [NO]
- ✓ Bona Fide Quotes [YES] [NO]
- ✓ SCBO Advertisement [YES] [NO]

**Small Minority Businesses** [YES] [NO]

Search the Small Minority Businesses directory [YES] [NO]

**Sole Source Procurement [SCPC 11-35-1560]**

- ✓ < \$50,000 [YES] [NO]
- ✓ \$50,000 but < \$250,000 [YES] [NO]
  - *Notice must be posted in SCBO at least five (5) business days before entering a contract.*
- ✓ \$250,000 [YES] [NO]
  - *Notice must be posted in SCBO at least ten (10) business days before entering a contract.*

**Procurement Code Section: [SCPC 11-35-1570]** [YES] [NO]

Emergency Conditions pose immediate threat to:

- ✓ Public health,
- ✓ Welfare,
- ✓ Critical economy & efficiency, or
- ✓ Safety

**Budget Check** [YES] [NO]

**Approval:**

\_\_\_\_\_ Date: \_\_\_\_\_

Assistant/Associate Dean for Business and Administrative Management

\_\_\_\_\_ Date: \_\_\_\_\_

Regional Campus Dean