**PURCHASING DEPARTMENT**

**QUOTATIONS AND LEGAL BID REQUIREMENTS**

**CAPITAL EQUIPMENT**

This category includes equipment lasting more than one year and each unit costs $500 or more.

$5,000 - $7,999 – Three verbal quotes required (obtained by Requisitioner). Verbal quote form

 to be completed and submitted with your requisition.

$8,000 - $9,999 – Three written quotes are required and to be obtained by the Requisitioner or

 the Purchasing Department where appropriate.

$10,000 – Over – Legal Bid required. (Responsibility of Purchasing Department).

 Requisitioner to supply names of three vendors and specification sheet

 identifying equipment completely so all vendors will bid on same type of

 item. This is also applicable when capital equipment is purchased in aggregate.

**MATERIALS AND SUPPLIES**

This category includes supplies expendable within one year and costs under $500 per item.

$5,000 - $7,999 – Three verbal quotes required (obtained by Requistioner). Verbal quote form

 to be completed and submitted with your requisition.

$8,000 - $9,999 – Three written quotes are required and to be obtained by the Requisitioner or

 the Purchasing Department where appropriate.

$10,000 – Over – Legal Bid required. (Responsibility of Purchasing Department).

 Requisitioner to supply names of three vendors and specification sheet

 identifying equipment completely so all vendors will bid on same type of

 item. This is also applicable when materials and supplies are purchased in aggregate.

**CONTRACT SERVICES**

This category includes contract services such as printing, physical plant projects, rubbish

removal, etc.

$10,000 - $14,999 – Three verbal quotes required (obtained by Requisitioner). Verbal quote form

 to be completed and submitted with your requisition.

$15,000 - $19,999 – Three written quotes are required and to be obtained by the Requisitioner or

 the Purchasing Department where appropriate.

$20,000 – Over – Legal Bid required. (Responsibility of Purchasing Department).

 Requisitioner to supply names of three vendors and specification sheet

 identifying contract service completely so all vendors will bid on same type of

 service.

CONTACT **PURCHASING DEPARTMENT**, EXTENSION **4780** IF THERE ARE ANY QUESTIONS