

**MONTANA STATE UNIVERSITY - AUXILIARY SERVICES
PURCHASING GUIDELINES**

IF AMOUNT OF PURCHASE FALL IN THIS \$ LIMIT	YOU NEED TO DO THIS!	WHAT TO DO WITH YOUR PAPERWORK!!
\$0.00 - \$4,999.99	Go ahead and BUY it. Of course you have already gotten approval from your Director. If you haven't, please do prior to making the purchase.	NO ADDITIONAL PAPERWORK -- COMPLETE Accounts Payable EXPENDITURE FORM & INVOICE Send it to Bonita OR Janet OR Alice
\$5,000.00 - \$24,999.99 -- CONTACT BONITA!		All forms specified in this dollar limit can be found on the website listed below:
	<p>Establish requirements: Item description, quantity, delivery date, installation if necessary, & TOTAL COST (freight/shipping + item price) Solicit a minimum of three (3) bids using one of the methods below:</p> <p>Phone Bid -- Use Tabulation of Bids Resulting from Limited Solicitation Procedure request (PD-20)</p> <p>Written Bid Request -- Use Request for Written Bids (PD-46) OR signed quote from vendor. Signature is required.</p> <p>Email, fax or Internet correspondence is acceptable along with (PD-46) or signed quote from vendor. Signature is required.</p> <p>Do you want a specific brand? If so complete Brand and Sole Source Justification (PD-14)</p> <p>Can you find three (3) viable sources? If not, complete Sole Source justification (PD-14) and identify the actions taken to try and find three viable sources.</p> <p>Include Standard Terms & Conditions for purchase with a total contract value of \$25,000 or less as part of your specifications.</p> <p>Award purchase to vendor with lowest price (include installation if required).</p> <p>PURCHASING AUDIT REQUIREMENT: DPO MUST BE DONE - Contact Bonita at 4378 or bjans@montana.edu to do this.</p>	<p>http://www2.montana.edu/policy/purchasing/purch1800.html#1800</p> <p>If you are basing your purchase on specifications other than PRICE ONLY, Use PD-47 AND please contact Mary Lou at 6469 or email mlwilson@montana.edu</p>
\$25,000.00 - \$49,999.99	You need to put your SPECIFICATIONS and COST ESTIMATE together, then contact Mary Lou, as these items will need to bid out by Auxiliary Services. The Process takes a minimum of 2-4 weeks.	This will be taken care of on a case-by-case basis.
\$50,000.00 & UP	You need to put your SPECIFICATIONS & COST ESTIMATE together, then contact Mary Lou, as these items will need to be requisitioned through MSU Purchasing using the IFB (invitation for bid) or RFP (request for proposal) process. The IFB process takes a minimum of 2-4 weeks. The RFP process takes a minimum of 4-8 weeks.	Mary Lou and Purchasing will take care of this. You need to supply specifications and details about the items you wish to purchase. Timing is important! PLAN AHEAD!
NOTE:	If you are purchasing an item that you think is a " SOLE SOURCE ," please contact Mary Lou before placing any orders or making any commitment to a vendor. This type of purchase needs to be researched AND approved by purchasing prior to any ordering! If you have questions on ANY purchasing issues, please be sure to call Mary Lou at 6469 or send an email to mlwilson@montana.edu PRIOR to making the purchase.	
Items to include in Product Requirements: description and quantity of item you want to purchase, TOTAL COST -- price of item AND freight/shipping charges, delivery date, installation - who is responsible, MSU or vendor AND timeline.		