



## Requisition Checklist

Before submitting a purchasing requisition, please review the below checklist to ensure the requisition is complete and accurate.

Task	✓	Things to remember/include:
<b>Purchasing Threshold</b>		
\$10,000.00 or less		At least one quote from a vendor on a letter head.
		The price must be considered fair and reasonable.
		Multiple quotes can be sought if the price is not fair and reasonable.
\$10,000.01- \$25,000.00		Competition must be obtained by requesting a minimum of three quotes. Written quotes must be obtained from qualified vendors.
		An Informal request with a purchase description must be sent to all qualified vendors. <b>A phone quote or no bid is not acceptable.</b>
		A copy of the Informal request and three written, responsive, and responsible quotes must be attached to the purchasing requisition.
Over \$ 25,000.00  <b>Procurement Methods:</b> Request for Quotes Invitation for Bids Fixed Priced Bids		Documentation of Market Research- Provide any quote(s) that may have been obtained during this phase.
		Documentation of Acquisition Planning
		Provide the Specifications for all tangible items and/ or Scope of work for services. This document should be in word format not a PDF.
		A Buyer will be assigned to solicit the bids by using the best procurement method.
		“TO BE BID BY USC PURCHASING” and the Supplier ID # 0000008279 should be entered as the Supplier Name for purchasing requisitions that will go out for bid.
		Review all University’s FPBs and Term Contracts before submitting a purchasing requisition to go out for bid.
Over \$ 25,000.00  <b>Procurement Method:</b> Request for Proposals		Follow process for over \$25,000.00.
		Provide the names and email addresses of the individuals that will serve on the panel as committee members.
		Provide a list of preferred vendors the department would like to notify during the solicitation phase.