

appendices section VI

fiscal management

fm-2 Guidelines for Competition

1. Purchasing transactions from \$10,000 TO \$50,000 require a minimum of three written quotations.
2. Purchasing transactions greater than \$2,500 to less than \$10,000 will be made with as much competition as is practical, and may include written or oral quotations approved by the Purchasing Department.
3. Purchasing transactions up to and including \$2,500 are considered to be at the non-competitive or limited purchase order (LPO) level.
4. Purchasing transactions are not to be artificially divided or fragmented in order to meet the lesser requirements of lower dollar transactions.
5. Sole source determinations will be approved by the Chief Procurement Officer or Purchasing Manager after review of supporting documentation with the Buyer.
6. The Vice Chancellor for Business Services or designee, shall develop procedures for the establishment of a multi-year capital procurement plan which shall be updated annually in conjunction with the annual budget adoption process. The Vice Chancellor for Business Services shall also be responsible for reporting to the Governing Board both planned and actual capital equipment procurement.
7. Insurance coverages shall be competed and contracted for according to the Arizona Administrative Code 7-1-805.

AMENDED through the Administrative Regulation approval process, January 7, 2002

AMENDED through the Administrative Regulation approval process, July 12, 2001