

**Appendix B**  
**Summary of Purchasing Procedures**

Threshold	REQUIRED for Federal Funds or Expenses Transferred onto Federal Funds	BEST PRACTICE Non-Federal Funds (all other funds)
\$0-\$25,000  Micro Purchase	<ul style="list-style-type: none"> <li>• SIBCR preferred vendors are encouraged.</li> <li>• Purchases should be made at a cost considered reasonable and distributed equitably among qualified suppliers to the extent practicable.</li> <li>• Consider use of group purchasing arrangements, such as VWR, Nikon, Office Depot and UPS.</li> </ul>	<ul style="list-style-type: none"> <li>• SIBCR preferred vendors are encouraged.</li> <li>• Purchases should be made at a cost considered reasonable and distributed equitably among qualified suppliers to the extent practicable.</li> </ul>
>\$25,000-\$250,000  Small Purchase  Simplified Acquisition Threshold (SAT)	<ul style="list-style-type: none"> <li>• SIBCR preferred vendors are encouraged.</li> <li>• Electronic Vendor Justification Form (VJF) must be completed and sent to <a href="mailto:accounting@sibcr.org">accounting@sibcr.org</a>.               <ul style="list-style-type: none"> <li>◦ Quotes from an adequate number of qualified sources: A minimum of 2 but recommend 3 written quotes (email is allowable).</li> <li>◦ Back-up documentation regarding vendor selection justification must be sent with the VJF (e.g., quotes, technical specs, websites, price sheets, explanation of single vendor, etc.).</li> </ul> </li> <li>• Purchases should be distributed equitably among suppliers to the extent practicable.</li> </ul>	<ul style="list-style-type: none"> <li>• SIBCR preferred vendors are encouraged.</li> <li>• Should obtain a minimum of 2 but recommend 3 written quotes (email is allowable).</li> <li>• Purchases should be distributed equitably among qualified suppliers to the extent practical.</li> </ul>
>\$250,000 or more	<ul style="list-style-type: none"> <li>• Same as Small Purchase/SAT above, <u>AND</u></li> <li>• Contact SIBCR Accounting before proceeding with any purchasing activities.</li> <li>• Must conduct a formal written bid process.               <ul style="list-style-type: none"> <li>◦ If a <b>competitive bid</b>, vendor selection should be awarded to the bidder whose proposal is most advantageous to the program with price being one of the factors.</li> <li>◦ <b>Sealed bids</b> must select the vendor that meets the requirements and has the lowest bid.</li> </ul> </li> <li>• Purchaser must complete the VJF.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Small Purchase/SAT above</li> </ul>