



## Procurement Services Quick Reference

Transaction Types & Procurement Methods	Transaction Type	Procurement Method
	Travel & Entertainment	University P-Card
	Goods & Services from an <b>existing supplier</b>	Workday Purchase Order
	Goods less than \$2500 purchased from a <b>new supplier</b> that will be used on a one time basis	University P-Card
	All other Goods & Services from a <b>new supplier</b>	Workday Purchase Order (complete Create Supplier Request in Workday first)
	If asked to sign a <b>Contract</b>	Contact Procurement Services
	<b>For any questions call Procurement Services at UBUY (8289)</b>	

Obtaining Bids/Quotations	Value	Guidelines
	Less than \$5000	<ul style="list-style-type: none"> <li>• No quotations needed</li> <li>• Purchasers should use good judgment and refer to existing supply contracts and Group Purchasing Agreements</li> </ul>
	From \$5000 to \$10,000	<ul style="list-style-type: none"> <li>• Two informal, written quotations are required</li> <li>• Informal quotations via email are acceptable</li> </ul>
	From \$10,000 to \$75,000	<ul style="list-style-type: none"> <li>• Three formal, written quotations on supplier letterhead are required</li> </ul>
	\$75,000 and over	<ul style="list-style-type: none"> <li>• Detailed, written scope</li> <li>• Formal bidding process includes a Request for Proposal (RFP) or Request for Quotation (RFQ)</li> <li>• Process managed by Procurement Services</li> </ul>



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### Exclusions & Special Situations

The following do not *require* bids & quotations. \*

Preferred procurement methods are on the reverse.

For any questions regarding the best way to purchase these items, contact  
Procurement Services at UBUY (8289)

\*Procurement Services will obtain bids & quotes for these items if requested.

Dues & subscriptions	Library resource materials
Travel fees including travel agencies, airlines, car rentals & hotels (except charter agreements for buses & airfare)	Booth space at conferences, exhibits, fairs & product shows
Utilities	Security & Police Officers provided by local governments
Academic testing services & accreditation fees	Drugs & pharmaceuticals
Newspaper ads	Insurance
Shipping charges	Catering services & expenses related to Wake Forest sponsored conferences, seminars & meetings
Training & conference registrations	Contracts for institutions, individuals & businesses named in grant awards
Artists, original works of art, photographers, authors, & writers	Advertising
Cost of employee recruitment prior to hire	