

## **Guidelines for faculty who receive OTPS funds from the State:**

When planning to make a purchase for an item, please do not purchase it on your own. Every purchase must be done through our Purchasing Department, which means that you must always obtain a quote to order any items. Someone in your Department will then need to place the order for you through our Purchasing Department.

- If the total amount of the purchase is \$250 or less, you only need to obtain 1 quote
- If the total amount of the purchase is \$250 to less than \$500, you only need to obtain 1 quote.
- If the total amount of the purchase is \$500 to less than \$2,500 you need to obtain 3 quotes (minimum) with lowest Price Quote on Vendor Letterhead and Letter from Department summarizing all price quotes obtained.
- If the total amount of the purchase is \$2,500 to less than \$5,000 you need to obtain 3 quotes (minimum), required, each on Vendor Letterhead.
- If the total amount of the purchase is \$5,000 to less than \$10,000 you must submit names of 5 Vendors (minimum) for Purchasing Department to conduct formal Invitation To Bid process.
- Greater than \$10,000 to less than \$20,000 you must submit names of 5 Vendors (minimum) for Purchasing Department to conduct formal Invitation To Bid process. Requires public advertising of opportunity.
- \$20,000 and over you must submit names of 5 Vendors (minimum) for Purchasing Department to conduct formal Invitation To Bid process. The process includes: Board Resolution, Legal review, advertising, Contract with Vendor and Office of State Comptroller review.

**New York State Contract vendors:** If a company has a current New York State Contract, you only need to obtain one quote from the company. Someone in your Dept. will then need to place an order for the item through the Purchasing Department. If you're planning to order from this vendor on a regular basis, someone in your Department can create what's called an "Open Purchase Order" for that company. If you set-up an account with the company, and "Open Purchase Order" allows you to order items directly from the company without having to obtain a quote and placing an order through the Purchasing Department.

**"Sole or Single Source":** this means literally only one possible choice or compelling practical reason for choosing that company.

If the item is \$250 or less, you need 1 quote from the company.

If the item is \$250 to less than \$500, you need 1 quote from the company.

If the item is \$500 to less than \$20,000, you need the price quote in writing on Vendor Letterhead stating Price given is the lowest given to any City, State or Federal agencies. Separate justification letters from Department and Vendor are required. May require Legal review.

If the item is \$20,000 and over, you need the price quote in writing on Vendor Letterhead stating Price given is the lowest given to any City, State or Federal agencies. Separate justification letters from Department and Vendor are required. May require Legal review and pre-approval of Contract from State Comptroller.

If you have any questions regarding these guidelines, please contact Luz Ramirez in the Dean's Office at (212) 772-5521.