

SamHoustonStateUniversity
A Member of The TexasStateUniversity System

Finance & Operations Procurement and Business Services Policy FO-PUR-05 Purchasing Process

The basic process involves three actions.

1. Describe in writing the required qualities of the needed commodity or a description of the services needed. This description, or specification, is the foundation for quality assurance and the terms and conditions of the purchase transaction.
2. Advertise those requirements to the public so that any interested party might respond with an offer to sell. From all the offers received, the "lowest and best bid" or best value is determined and considered.
3. Satisfy the needs of the University and spend the University's money wisely.

DOLLAR LIMITS

\$0 - \$15,000 No Bids/competition required

\$15,001 - \$50,000 Informal bids processed by the Procurement and Business Services Dept bid by 5.6TJ 0 T2Tw 5.087 0