

# Office of Procurement & Contracting "OPC"

## How to Procure - Purchasing Guidelines Matrix

	PeopleSoft Requisition	PeopleSoft Purchase Order	Purchasing Card (transactions < \$2,500)	Payment Request Form	Travel Card
Products (durable & non-durable) *	X	X	X	X *	
Capital Equipment	X	X			
Services (with or without a contract)	X	X			
Services Exceptions **				X **	
Travel Related Expenses					X

		DOLLAR AMOUNT OF REQUEST			
		UNDER \$2,500	\$2,500 to \$25,000	\$25,000 to \$100,000	\$100,000 and above
<b>University Funds Use</b>	No quotes required Purchasing Card can be used pursuant to the Purchasing Card Policy	3 Written quotes by Procurement or requestor  If the requestor obtains the bids or requests a named source for any reason, the requestor provides appropriate justification ( <b>Sole/single source/Best Source</b> ) or OPC will follow procurement guidelines. <b>OPC reserves the right to utilize preferred vendor master agreements or cooperative agreements.</b>	3 Written quotes by Procurement  If the requestor obtains the bids or requests a named source for any reason, the requestor must provide appropriate justification ( <b>Sole/single source/Best Source</b> ) or OPC will follow procurement guidelines. <b>OPC reserves the right to utilize preferred vendor master agreements or cooperative agreements.</b>	3 Written quotes by Procurement  If the requestor obtains the bids or requests a named source for any reason, the requestor must provide appropriate justification ( <b>Sole/single source/Best Source</b> ) or OPC will follow procurement guidelines. <b>OPC reserves the right to utilize preferred vendor master agreements or cooperative agreements.</b>	Formal bids (RFQ or RFP). Procurement administers the process. Supporting docs (e.g. quotes, SOW, payment terms & full copies of applicable contracts) shall be sent to Procurement) Requirements Documents -Evaluating Criteria -Evaluating Committee Info <b>Sole/single source/Best Source</b> <b>OPC reserves the right to utilize preferred vendor master agreements or cooperative agreements.</b>
	<b>Sponsored Program Funds Use</b> ***	No quotes required Purchasing Card can be used pursuant to the Purchasing Card policy	3 Written quotes by Procurement or requestor  If the requestor obtains the bids or requests a named source for any reason, the requestor provides appropriate justification ( <b>Sole/single source/Best Source</b> ) or OPC will follow procurement guidelines. <b>OPC reserves the right to utilize preferred vendor master agreements or cooperative agreements.</b>	3 Written quotes by Procurement  If the requestor obtains the bids or requests a named source for any reason, the requestor must provide appropriate justification ( <b>Sole/single source/Best Source</b> ) or OPC will follow procurement guidelines. <b>OPC reserves the right to utilize preferred vendor master agreements or cooperative agreements.</b>	3 Written quotes by Procurement  If the requestor obtains the bids or requests a named source for any reason, the requestor must provide appropriate justification ( <b>Sole/single source/Best Source</b> ) or OPC will follow procurement guidelines. <b>OPC reserves the right to utilize preferred vendor master agreements or cooperative agreements.</b>

\* The purchase for **radioactive materials/chemicals** by **Principal Investigators** or **Program Directors** must be placed on a **Payment Request Form** and submitted to the Radiation Committee for approval prior to purchase. Such requests must also contain justification for the unique specifications of the items or vendor, why the particular vendor is required, and the rationale for not using other similar items or sources.

\*\* The Payment Request Form ("PRF") is used to acquire **services** not approved to be otherwise procured with a Purchase Order, a PCard, or a Travel Card such as honorariums, prizes, awards, scholarships, subscriptions, membership dues, reimbursements, stipends, tuition, legal settlements, and administrative fees.

\*\*\* Purchases related to sponsored programs may have additional requirements imposed by the sponsor. Howard University must ensure compliance with sponsored program requirements relative to purchase for sponsored programs. Moreover, in instances where Howard University policies differ from sponsor requirements, sponsor requirements prevail if they are more restrictive.

Still have questions questions, please contact the **Office of Procurement and Contracting**  
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