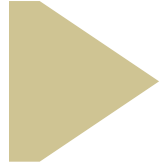




Under \$10,000



BULL  ^A
Marketplace
Punch-Out Supplier

or

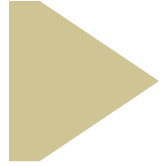


If under \$5,000

or

1
Quote + **BULL** 
Marketplace
Requisition Request

Under \$25,000



BULL 
Marketplace
Punch-Out Supplier

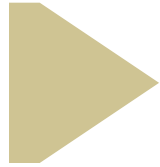
or

BULL 
Marketplace
Requisition Request

and

1
Quote + 
Diverse
Supplier Quote

Under \$150,000



BULL 
Marketplace
Punch-Out Supplier

or

BULL 
Marketplace
Requisition Request

and

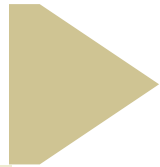
2
Quotes + 
Diverse
Supplier Quote

or



Existing
Award or
Exemption

Over \$150,000




BULL 
Marketplace
Punch-Out Supplier

or

BULL 
Marketplace
Requisition Request

and

 ^E
Public
Solicitation

Order amounts must include all costs including taxes, shipping, install etc.

Method of Payment

Method of Procurement

A USF Bull Marketplace – Punch Out Suppliers

If you are purchasing from a Punch Out Supplier, Bull Marketplace is the preferred method over P-card. Please access Bull Marketplace through the MyUSF Portal. At this time assets may not be purchased through the Bull Marketplace punch out.

B P-Card Purchases

When a Supplier does not accept PCard or the purchaser is not a PCard holder, use a requisition through Bull Marketplace. PCard purchases are additionally limited to under \$5,000 per single limit use and have monthly limits. Please consult the PCard manual or contact PCard Help at pcard@usf.edu

C Diverse Supplier Requirement

In support of Supplier Diversity Efforts, a minimum of one quote from a diverse supplier is required for purchases requiring competition (over \$10,000). This supports the good faith effort required in Policy 5-030. For help finding a diverse supplier, please contact the Office of Supplier Diversity (813) 974 - 5052

D Existing Awards, Policy Exemptions

USF may be able to waive the requirement for quotes or solicitation by accessing existing awards (contracts) from any USF department, other public institutions (State of Florida Government), or purchasing consortiums. Additionally, policy exemptions exist that waive quote requirements for certain commodities.

E Public Solicitations

An ITB or ITN are two competitive solicitation types at USF. Visit the [Public Solicitations page](#) on our website for more information or to submit a sourcing request. Exceptions may be granted where solicitation is not necessary (exemption) or impractical.

Bull Marketplace purchasing is role restricted.

For user guides & information on roles please visit [Bull Marketplace Overview](#)

If you have a unique situation, or complex purchase not covered in this quick reference guide, contact procurement for assistance at 813 974-2481 or usfpurchasing@usf.edu