

GENERAL TIPS

- **Before** purchasing items containing a USF logo, **written consent** must be obtained from University Communications and Marketing. Find more information and contacts at: <http://www.usf.edu/ucm/contact/other-contacts.aspx>
- Any purchase that has terms of agreement or an ITN and requires a signature, must be submitted through the Contract Management System (CMS). Allow 60 days for contract approvals. ASBC will facilitate this process.
- Any Construction Management purchase over \$100,000 requires a Performance and Payment Bond and should be submitted with the Purchase Order Request.
- Purchase Approvals Required-
 - Over \$25K- Purchasing Supervisor
 - Over \$1M- Board of Trustees Approval
 - Over \$3M- Finance Committee Approval
- Project Budget Tracking Sheet is required for any purchase over \$1M.

PURCHASE ORDERS

- Review requirements for requisitions (REQ) for a PO on the reverse side. Provide documentation required to facilitate prompt processing of the requisition. Submit the Purchase Order request form, backup documentation and approvals to: ASBC-Construction@usf.edu
- Payment Services will communicate directly with vendors to obtain current W-9 information. Allow 21 days for POs to be finalized for new and inactive vendors.
- Technology purchases that exceed \$5,000 require UTSB approval from USF IT via ServiceNow. <http://www.usf.edu/it/tech-purchases/exception-approval-process.aspx>
- A Sole Source is any purchase that is unique and that the vendor is the only one from the geographical area from whom the purchase can be provided. An email submission of justification is no guarantee that the single source will be accepted by the Director of Purchasing.
- A Single Sole Source is any purchase that is unique and that the vendor is the only one from whom the purchase can be provided. A Single Sole Source Certificate will need to be submitted with PO Request.

EXCELLENCE
EXCEED EXPECTATIONS

Questions? Consult your Purchasing Representative in the Administrative Services Business Center office prior to initiating the purchase.

ASBC - Capital Budgets
Mail Point: CRS 106

REQUISITION REQUIREMENTS FOR PURCHASE ORDERS

Requisition Quote Requirements		
Purchase Amount	Required Number of Quotes	Documentation
Up to \$4,999.99	One (1)	Verbal or Written
\$5,000 to \$24,999.99	Two (2)	Verbal or Written
\$25,000 to \$74,999.99	Three (3)	Written
\$75,000 or Greater	Bid	Bid with Contract

Purchase Type	Back-Up Documentation
Furniture/Equipment	<ul style="list-style-type: none"> ASBC Capital Form Itemized Quote(s)* Drawings Parts List State Contract Number
Construction Manager	<ul style="list-style-type: none"> ASBC Capital Form Fully Executed Contract* Itemized Quote(s)/GMP Proposal* Subcontractor Proposal
Direct Owner Purchase Order	<ul style="list-style-type: none"> ASBC Capital Form Fully Executed Contract* Itemized Quote(s)* DOPO Log Summary Exhibit 1 CM Request Exhibit 2 Subcontract Request Exhibit 3 Bid Tabulation
Technology Purchases (Software & Hardware)	<ul style="list-style-type: none"> ASBC Capital Form Fully Executed Contract* UTSB Approval* Itemized Quote(s)*
Signage	<ul style="list-style-type: none"> ASBC Capital Form Fully Executed Contract* Itemized Quote(s)* Logo Approval*

***IF APPLICABLE**

Questions? Consult your Capital Budgets Representative in the Administrative Services Business Center office prior to initiating the purchase.