



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 Bull Marketplace Vendor, 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 vendor does not accept P-card or the purchaser is not a P-card holder, use a requisition through Bull Marketplace. P-card purchases are additionally limited to under \$1,000 per order and have monthly limits. Please consult the P-card manual or contact P-card 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 \$5,000). 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 bid types at USF. Contact Procurement for information on how to complete a request for solicitation please visit [Public Solicitations](#). 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 [Purchasing Manuals](#)

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