

University System of New Hampshire
 Financial and Administrative Procedures

Title: Purchasing Process Overview

Procedure: 6-004

Issued By: USNH Financial Services

Approved By: USNH Chief Financial Officer

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Efficient and effective procurement relies on the selection of the most appropriate procurement methodology for each specific procurement. The chart below outlines the criteria for selection of the appropriate procurement methods approved by USNH for the procurement of goods and services.

Purchase Request Process

If	Then
The purchase is from an on-campus department	Use an Internal Purchase Order
If the purchase is from an off-campus vendor and is under the competitive procurement requirement limit	Use the appropriate method to initiate a purchase request or to pay for goods or services (listed in order of the preferred method): <ul style="list-style-type: none"> • Goods and services up to \$9,999 (Micro-purchase) <ul style="list-style-type: none"> ○ Requisition/Purchase Order ○ PCard; ○ Direct Pay Invoice
If the purchase is from an off-campus vendor and is above the competitive procurement requirement limit (see 6-001)	Use the appropriate method to initiate a purchase request or to pay for goods or services (listed in order of the preferred method): <ul style="list-style-type: none"> • All Procurements of Goods and Services \$10,000 to \$34,999 (Small Purchase) <ul style="list-style-type: none"> ○ Requisition/Purchase Order <ul style="list-style-type: none"> ▪ Document competitive procurement process <ul style="list-style-type: none"> • Minimum of two quotes or • Individual transactions against Standing Orders cannot exceed \$9,999

	<ul style="list-style-type: none"> • USNH approved contract or • USNH approved Exception to Bid • All Procurements of Goods and Services \$35,000 to \$149,999.99 (Large Purchase) <ul style="list-style-type: none"> ○ Requisition/Purchase Order <ul style="list-style-type: none"> ▪ Documents competitive procurement process <ul style="list-style-type: none"> • Formal Procurement Process or • USNH approved contract or • USNH approved Exception to bid
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Purchasing Process

If	Then
An Internal Purchase Order is used	The campus business units handle the purchase and payment request processing
A PCard is used	The cardholder or account manager handles the purchase and payment request processing
A Direct Pay Invoice is used	The campus business unit initiates the Banner document, completes and approves the transaction which will be paid on the check run closest to the due date (or discount date)
A Requisition/ Purchase Order is used	The campus business unit initiates the purchase request by entering a Requisition and completing/approving the transaction. All approved Requisitions are routed electronically to the appropriate approver for review and approval. Fully approved Requisitions will be converted to Purchase Orders and issued to the vendor.
A competitive bid is required	USNH Procurement will work with the campus contact to obtain all information necessary to conduct a formal solicitation process
An Exception to Bid is appropriate	The campus contact will complete and submit to purchasing for review and approval (see Procedure 06-019: Exception to Bid Request)