

Purchase Required

- Check Department Budget
- Check for Vendor in SAP
- Send invite in [PaymentWorks](#)

Purchase \$0 - \$1,000 - Use PCARD

- All PCARD purchases must comply with Policies found in [PCARD Manual](#)

Cost of goods being Purchased Thresholds

- Purchases under \$5,000 - Create Requisition in SAP - Provide at least one quote
- Purchases \$5,000 - \$10,000 - Create Requisition in SAP - Provide 3 quotes
- Purchases \$10,000 + **STOP** and Contact Procurement Services - purchasing@nku.edu

Purchases over \$40,000+

- **STOP** Contact Procurement Services - purchasing@nku.edu
- Required to issue formal solicitations - RFP or ITB
- Procurement Services will need at least 30 days - to release and receive responses

Purchases for Professional Services \$10,000+

- Purchases for any Professional Services will require a [PSC & PON](#)
- Example: Consulting, Legal Services, Website Design and other services
- Contact Procurement Services 30 days prior to start of work

Purchasing Tips

- Questions regarding the purchasing process, contact Procurement Services
- Allow adequate processing time. Contact Procurement at least 60 days prior to the start of work or the purchase.
- Consider Contracts needed for purchases
- All contracts must be reviewed by Legal Affairs
- Contract can only be signed by those with signing authority