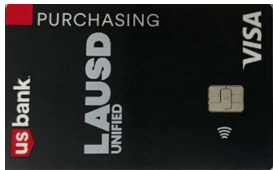






	TYPE	TIMELINE	DOCUMENTATION
 P-Card	Purchasing Goods and General Services up to \$10,000 and under	Immediate	None
 P-Card (Exception or card declines)	<ul style="list-style-type: none"> Special purchase of restricted items requiring Credit Card Exception Decline due to MCC (Merchant Category Code) Purchase over \$10,000 	2 Business Days or Less	Credit Card Exception Request Form NEW! Submit Completed Exception Request Forms through ServiceNow https://tinyurl.com/CCEXceptionRequest
To Initiate Procurement Request	Purchasing Goods and General Services for up to \$10,000	No More Than 3 Business Days	Not Required
	Purchasing Goods and General Services \$10,001 to \$119,100 (State Bid Limit)	No More Than 15 Business Days	Verifiable quote and additional quotes if available
	Purchasing Goods and General Services over \$119,100 (State Bid Limit)	Timelines Vary	<ul style="list-style-type: none"> Request for Procurement Action Form (RFPA) Product specifications May result in a formal solicitation
	Professional Services up to \$25,000	15 Business Days	Verifiable quote and additional quotes if available + certificate of insurance
	Professional Services \$25,001 to \$250,000	Timelines Vary	<ul style="list-style-type: none"> Request for Procurement Action Form (RFPA) Statement of Work Evaluation criteria Proposal Submittal Requirements <i>Procurement will run an Informal Request for Proposal (IRFP)</i>
Professional Services Over \$250,000	Timelines Vary	<ul style="list-style-type: none"> Request for Procurement Action Form (RFPA) Statement of Work Evaluation criteria Proposal Submittal Requirements <i>Procurement will run a formal Request for Proposal (RFP)</i> 	
 Travel	Airfare and pre-paid hotel booking for approved travel requests	1 Business Day	<ul style="list-style-type: none"> Approved Travel Freeze Form and Credit Card Exception Form (<i>if over \$2,000</i>)

Need help? Contact Us.

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