

Purchasing Snapshot	Dollar value	Category	Is competition required?	Am I authorized to sign contractual documents for this purchase?	How many written quotes are required?	How many quotes must be SWaM ¹ ?	May I order directly from vendor?	How do I submit my request/order?	How long should I allow to process my request?
I want to purchase goods or services and/or sign a contract with a value of:	\$0-\$5,000	Option #1- A one-time, nonrecurring purchase that is not from a mandatory source; not conducted in person	No	Where appropriate	One	One ⁵	Directly with vendor through eVA or use Pcard	Directly with vendor through eVA or use Pcard	N/A
		Option #2- A one-time, nonrecurring purchase that is not from a mandatory source; conducted in person	No	N/A	N/A	One ⁵	Yes	Present Pcard to vendor	N/A
	>\$5,000-\$200,000	Option #1- A one-time or cumulative purchase request for a vendor already under contract for the item or service requested (exceptions apply- see https://fiscal.gmu.edu/mandatory-and-specialized-purchases/)	No ²	When in possession of a written letter of delegation for the specific commodity and dollar value	One ²	N/A	No	eVA	5 days
		Option #2- A one-time or cumulative purchase request from a SWaM vendor	Yes	When in possession of a written letter of delegation for the specific commodity and dollar value	Two	Two ⁴	No	eVA	Up to 10 days
		Option #3- A one-time or cumulative purchase request for a vendor where Mason does not already have an existing contract in place or a SWaM vendor is not available ³	Yes	When in possession of a written letter of delegation for the specific commodity and dollar value	Three	Two ⁴	No	eVA	10 days
	>\$200,000	Option #1- A one-time or cumulative purchase request for a vendor already under contract for the item or service requested (exceptions apply- see https://fiscal.gmu.edu/mandatory-and-specialized-purchases)	No ²	When in possession of a written letter of delegation for the specific commodity and dollar value	One	N/A	No	eVA	10 days
		Option #2- A purchase from a vendor where Mason does not already have an existing contract in place	Yes	When in possession of a written letter of delegation for the specific commodity and dollar value	Six	Four	No	Email Purch1@gmu.edu	Formal Bidding Process Required: 30-180 days, depending on complexity

