

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	Purchase order must be issued through eVA or a confirming order must be generated if on P-card.	Directly with vendor through eVA. If using P-card, confirming order required.	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	In person, no confirming order required	N/A
	\$5,001-\$100,000	Option #1- A one-time or cumulative purchase request for a vendor already under contract for the item or service requested	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
	>\$100,000	Option #1- A purchase from a vendor already under contract for the item or service requested	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

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Exceptions	\$5,001-\$100,000	Goods or services assumed to not be practicable or available for bid unless greater than \$100,000 (see exception list) ³	No	When in possession of a written letter of delegation for the specific commodity and dollar value	One	N/A	No	eVA	10 days
	>\$100,000	Goods or Services assumed to not be practicable or available for bid at any dollar level (see exception list) ³	No	When in possession of a written letter of delegation for the specific commodity and dollar value	One	N/A	No	eVA	5 days
	>\$5,000	Sole Source Procurements: Made when there is only one source practicably available for the goods or services required; therefore competition is not available. In some instances, it may be necessary to conduct a market analysis to determine if there exists a similar product or service.	No	When in possession of a written letter of delegation for the specific commodity and dollar value	One	N/A	No	eVA	30 days
	>\$5,000	Emergency Procurements : In the case of an emergency, a contract may be awarded by the Purchasing Department without competitive bidding or competitive negotiation; however, such procurement shall be made with as much competition as is practicable under the circumstances.	When practicable	When in possession of a written letter of delegation for the specific commodity and dollar value	One	N/A	Yes, When life or property damage is at stake.	eVA	Same Day
Revised 9/1/2019	¹ Small, Woman and Minority-Owned Enterprise ² Please note that the Buyer may request additional quotes if he/she has determined market conditions warrant further competition ³ Exceptions apply (See Exception List) ⁴ Where practical ⁵ Micro, where practical								