

MEMORANDUM

Date: August 24, 2017

To: The University Community

From: Lauren Weitzel, Interim Director of
Purchasing and Campus Services

Re: Purchasing Requisitions

As a reminder, purchasing requisitions should be entered at the time you receive your quote and prior to invoicing. This will help to encumber department funds.

In addition, please note that per policy, costs for a single item, or a related series of items, and for services with a dollar value less than \$19,700 will not require competitive bidding. However, costs for a single item, or a related series of items, and for services with a dollar value more than \$19,700, will need to be competitively bid. If a vendor is on a state contract, the competitive bidding process is waived. Vendors can be found on state contract or Costars by using the following website: <http://www.emarketplace.state.pa.us/BidContracts.aspx>

If you have any questions, please contact the Purchasing Office at extension 4184.

Thank you for your cooperation.