

## DOCUMENTS REQUIRED FOR UNIVERSITY PURCHASES BEST JUDGEMENT PURCHASES LESS THAN \$25,000

Small Purchases under \$25,000: A purchasing threshold that allows for the purchase of commodities or services from a vendor where competitive bids are not required but are encouraged when possible.

The information below is a checklist for University employees to follow for purchases under \$25,000. Please note that while this information is accurate in most cases, there may be occasions where additional information may be needed or required.

The following requirements **MUST** be followed for all purchases regardless of payment type. **Please Note:** that the use of a P-card for payment does not circumvent the following requirements.

### CHECKLIST FOR BEST JUDGEMENT PURCHASES LESS THAN \$25,000

√	DESCRIPTION
<b>ALL PURCHASES:</b>	
<b>Verification that previous purchases in the past twelve (12) months and this current purchase, will not exceed the \$25,000 threshold.</b>	
	Confirm if purchase is against a University contract. If so, please provide the Purchase Order Number or Contract Name:
	University's Terms and Conditions for Purchases under \$50,000 signed by the Vendor attached.
	Confirm the Vendor is properly registered with the University and is listed in Banner. If the Vendor is not properly registered, request them to submit a WV-1 and an IRS Form W-9 (dated October 2018 or later) to Kim Fry for processing.
	Confirm shipping is FOB Destination.
	Confirm the Vendor's quote is signed.
<b>SERVICES ONLY:</b>	
	Certificate of Liability Insurance with Marshall University named as the Certificate Holder attached for <b>ALL</b> services, regardless of dollar amount, provided on campus.
	WV Contractor's License attached. <b>ONLY</b> required for Construction Services over \$2,500.
<b>BOG-48 AGREEMENT (Companies ONLY):</b>	
	Verify the form is filled out, signed by the vendor first and attached.
<b>BOG-48HR AGREEMENT (Individuals ONLY):</b>	
	Verify the form is filled out, signed by the vendor first, and attached.
	If the vendor is a State employee an Independent Contract Form must be completed and signed.
<b>SOFTWARE ONLY:</b>	
	Cloud Computing Contract Addendum attached.
	Information Technology approval attached.
<b>AFTER THE FACT PURCHASES:</b> <i>This practice is <b>HIGHLY</b> discouraged!!! If this is an emergency purchase and you are unsure if the amount will exceed \$25,000, please request emergency approval from the Director of Purchasing.</i>	
	A Non-Compliant Purchase Form that includes justification as to why a purchase was made prior to the issuance of a purchase order.

**A purchase CANNOT be made until a purchase order is issued in Banner.**