**Purchasing Flowchart**

1. **Does quote have terms and conditions? (T&C)**
   - **YES**: Finance team needs to submit quote to PSC for contract review.
   - **NO**

2. **Is the quote under $5,000?**
   - **YES**: You may purchase on PCard. *Marketplace is preferred.*
   - **NO**

3. **Is the quote $5,000.01 - $10,000?**
   - **YES**: You must order through Marketplace and fill out a Sole Source Justification form.
   - **NO**

4. **Is the quote $10,000.01 - $150,000?**
   - **YES**: You must order through Marketplace and fill out a Sole Source Justification or a Source Selection Price Reasonableness form.
   - **NO**

*Ordering through Marketplace allows us to reconcile expenses more efficiently, expenses are encumbered on finance statements, and items are guaranteed to be tax exempt.*

Note: There are a few exceptions which are mandatory to go through Marketplace. The full commodity list can be found [here](#).

For all orders under $10,000: If the supplier is international, an additional approval step is required and can take 5-7 business days.

Note: 4-8 week turnaround time.