## LOYOLA UNIVERSITY CHICAGO PROCUREMENT SERVICES

## PROCUREMENT ACTION MATRIX

This Matrix is intended to provide University Buyers with guidance on the documentation and approvals required for various purchases.

S0 - \$4,999

\$5,000 - \$24,999

Purchasing Department Involvement
Purchasing Department Involvement
Purchasing Department Approval
Formal Quote From Vendor
Capital Budget Request Form

Purchasing Checklist
Establishment of Competition (3 written quote/sproposals)
Controlled Bird Process (e.g., \$150-250K, RFI/Q, Greater than \$250k: RFP)
Source Justification
Price Reasonableness Cost Analysis
Screening Certificate

SDBC, SWB, Vet & HUB Zone
Consideration

SPA Review (For relevant Funding Sources) Vendor Questionnaire (Form W-8 or Substitute W-9 Form) - for new vendors upo

Purchasing Checklist

Establishment of Competition (3 written guotes/proposals)

Purchasing Department Approv

Formal Quote from Vendor

Source Justification

Price Reasonableness/Cost Analysis

Jniversity General Terms and Conditions

Award Flow-down Requirement (Federal Funds Only)

Purchasing Department Involvement

<u>Controlled Bid Process (e.g., \$150-250k: RFI/Q; Greater than \$250k: R</u>FP)

Supplier Conflict of Interest and Compliance Certification Form

Capital Budget Request Form

Screening Certificate

SDBC, SWB, Vet & HUB Zone
Consideration

Non-Pre-Qualified Supplier

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\$0 - \$4,999 \$5,000 - \$24,999 \$25,000 - \$149,999 \$150,000 - \$649,999 \$650,000 and OVER