

Procurement Quick Guide

PR → PO Lifecycle


1. **Identify Need** – Confirm funding, business purpose, and requirements.
2. **Submit Requisition (PR)** – Include description, cost estimate, vendor, and correct accounting.
3. **Procurement Review** – Determine sourcing method, quotes/bid needs, and compliance.
4. **Purchase Order (PO)** – Issued to vendor as the University’s official authorization.
5. **Receive Goods/Services** – Department verifies satisfactory delivery.
6. **Invoice Paid** – Accounts Payable processes payment.

Vendor Sourcing Hierarchy

Procurement must use the most compliant option available:

1. State of Connecticut Contracts
2. Approved Cooperative Contracts
3. University-Established Contracts
4. Open-Market Quotes
5. Formal Bid / RFP Process

Purchasing Thresholds

 Purchases may not be split to avoid thresholds.

Total Value	Requirement
Up to \$25,000	Competitive bidding may be waived (minor, non-recurring)
\$25,000-\$100,000	Minimum of three (3) competitive quotes
Over \$100,000	Formal solicitation, public advertisement

Procurement Supports Departments By

- Ensuring compliance with State & CSCU requirements
- Securing best value for purchases
- Managing bids and contracts
- Reducing institutional risk
- Providing guidance throughout the process

For questions, please contact **Procurement**  Procurement@southernct.edu.