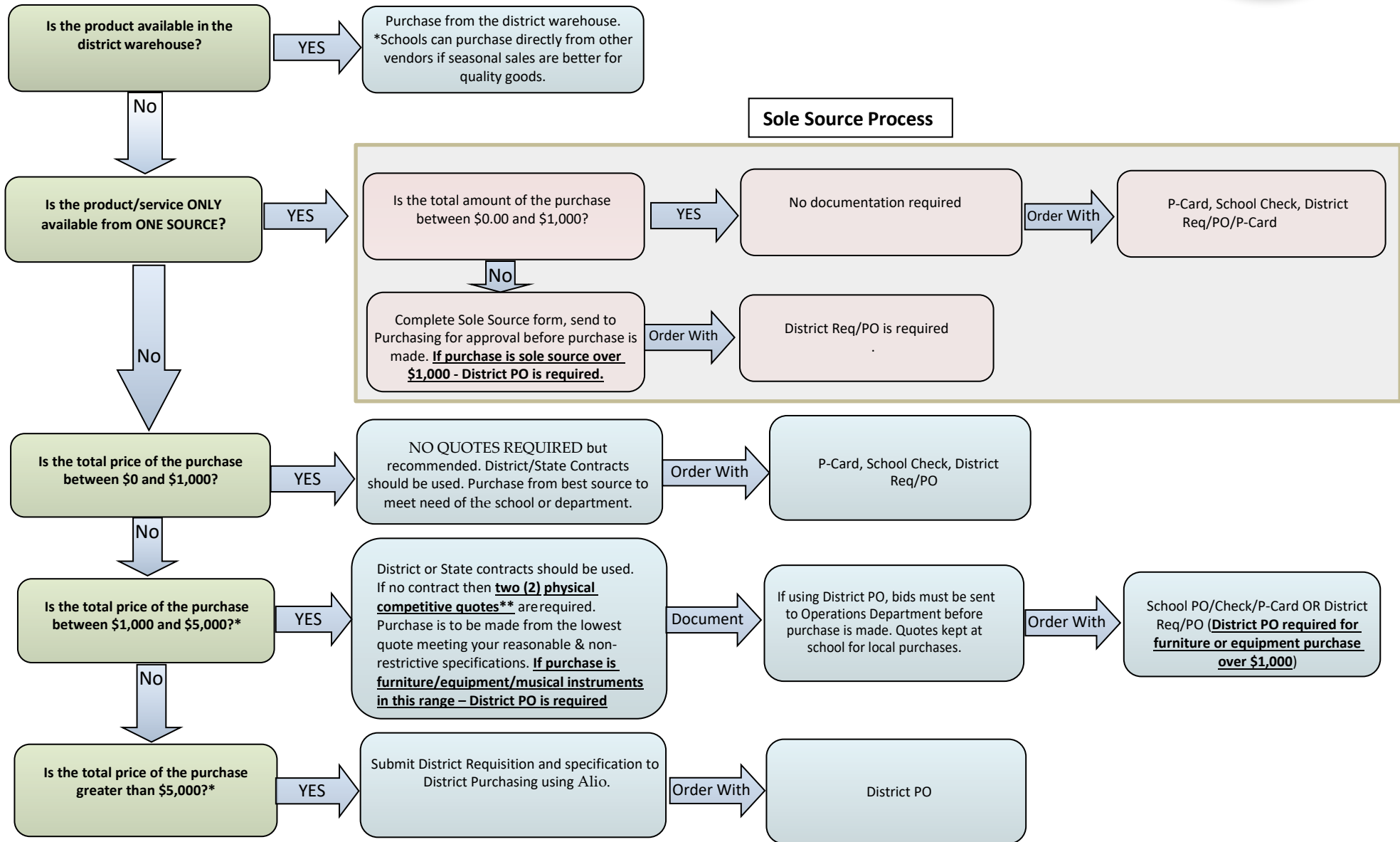




PURCHASING THRESHOLD FLOW CHART



*It is unlawful to intentionally or knowingly divide a procurement into 2 or more smaller procurements.

During the quotation process, **DO NOT disclose any information, pricing and the like – **violation of the law**. Recommended that you request that vendors restate their telephone quote in an email.

Definition of a valid quote: Telephone call or email, internet – Remember-specs & delivery dates must be reasonable & not restrictive. Ask for delivery charge(s).