

PURCHASING INSTRUCTIONS

When you need to purchase product or a service:

Determine what is required including:

- Brand
- Estimated price
- Specifications
- Supplier

For additional information or specific questions, consult [Buyer Categories](#) to determine the appropriate buyer for the item you wish to purchase.

After estimated price has been determined, select the amount below for additional instructions.

Requisition Not Required
Up to \$1,500
\$1,500 to \$49,999.99
\$50,000 - \$99,999.99
\$100,000 and Over
Request for Proposal