## Procurement Quick Reference Guide

<table>
<thead>
<tr>
<th>$ Amount</th>
<th>Existing FSU Contract or SpearMart*</th>
<th>P-Card</th>
<th>Informal Solicitation</th>
<th>Formal Solicitation (ITB or ITN)</th>
<th>Sole Source</th>
<th>Sponsored Research Exemption (SRE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>any $ amount</td>
<td>$1 - $2,500 or approved limit</td>
<td>$2,500 - $75,000</td>
<td>$10,000+ require written quotes</td>
<td>$75,000 and up.</td>
<td>$75,000 and up.</td>
<td>$75,000 and up. (grant funds)</td>
</tr>
</tbody>
</table>

### Department Responsibility
- **Existing FSU Contract or SpearMart**
  - **Purchase through SpearMart or visit the following links:** [Shopping Guide](#) or [Contracts](#) for available contracts
  - **Consult** [P-Card Manual](#) or Procurement Services as required for permitted vs. prohibited purchases
  - **Enter supplier name as SUPPLIER NOT KNOWN on the SpearMart requisition and submit any price quote documentation**
  - **Provide specs for goods or services**

### Procurement Services Role and Responsibility
- **Provide support as needed including technical support, advice, identification of existing FSU contracts or Other Entity Contracts**
- **Review specs**
- **Obtain Minimum of 3 quotes in collaboration with the requesting department**
  - **Purchase > $10K requires written quotes**
- **May contact other sources, obtain other quotes or utilize Other Entity Contracts**

### Estimated Time to Complete
- **0 to 2 days**
- **0 to 2 days**
- **3 days to 3 weeks**
- **ITB: 14 to 30 days**
- **ITN: 60 to 180 days**
- **2 days to 3 weeks**
- **2 days to 2 weeks**

### Note:
- *Most Preferred Procurement Method*
- **Contracts entered into after a public and open competitive solicitation by any State of Florida agency or department, the Federal Government, other states, political subdivisions, cooperatives or consortia, or any independent college or university for the procurement of commodities and contractual services, when it is determined to be cost-effective and in the best interest of the University (Board of Governors Purchasing Regulation 18.001(1)(c))**
- **Est. Time to Complete**
- **Most Preferred**