

# Purchasing Policy

## Procurement of Goods and Services<sup>1</sup>

Cost	Procedure
\$ 0 — 249	Direct Purchase
\$ 250 — 2,499	ON CONTRACT - do a purchase order
\$ 250 — 999	NOT ON CONTRACT - 3 verbal quotes
\$ 1,000 — 2,499	NOT ON CONTRACT - 3 written quotes
\$ 2,500 — 9,999	ON CONTRACT - do a purchase order NOT ON CONTRACT - 3 written quotes
\$ 10,000 & UP	ON CONTRACT - do a purchase order NOT ON CONTRACT - advertisement soliciting sealed bids

Approved, December 1, 2003  
Vice President for Student Affairs

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<sup>1</sup> NOTE: The purchaser need not obtain quotes or bids if purchasing from New York State, Suffolk County, Federal, SUNY, BOCES, ACUI or NACA Contracts.