

Small Purchases – Uniform Guidance Requirements

FAQs

Effective July 1, 2018:

Small Purchases on Sponsored Projects Will Need a Minimum of Two Quotes

Purchases Between	Purchase Category	Quote Requirements
\$0 - \$10,000	Micro Purchases	No Quote
*\$10,001 - \$25,000	Small Purchases	Two Quotes (NEW)
\$25,001 – \$100,000		Three Quotes
\$100,001 +	Large Purchases	RFP (Request for Proposal)

1) When do these new Uniform Guidance requirements go into effect for Sponsored Projects?

They will begin on July 1, 2018.

2) If I place an order in June, but the product doesn't arrive or the service is not completed until after July 1st, will I be out of compliance?

No, the date of the purchase order will determine which regulations to follow at that time.

3) If I request a blanket purchase order for multiple lab supply orders for the fiscal year and it is \$12,000, do I have to provide 2 quotes?

If you are purchasing lab supplies throughout the year and no 1 order is larger than \$10,001, then **NO**, you do not need to provide 2 quotes. (Example: Order beakers in July for \$2,050, pipettes in August for \$950, solvents in September for \$4,500, etc.)

Also, if you are using an approved contracted supplier like Fisher Scientific or can provide a valid single sole source form, then 2 quotes are **NOT** required.

4) If I request a purchase order for services (consulting/professional) or a product with accessories and the total is between \$10,001 and \$25,000, do I have to provide 2 quotes?

Yes, unless you are using an approved contracted supplier or can provide a valid single sole source form.

5) Will Sponsored Project purchase orders with balances between \$10,000- \$25,000 on June 30, 2018, be closed or roll over to FY19?

Purchasing Services will work with the departments individually that have PO's in this range to determine if the purchase order should be closed or rolled.

- 6) If I make a purchase between \$10,001 and \$25,000, but post the charges on a suspense account or departmental budget first then transfer onto a sponsored project later, will this be allowable?**

Only if 1 of 2 things happened:

- 1) If an approved contracted supplier was used or
- 2) If two quotes were obtained or a valid single sole source form was included with the original purchase.

- 7) If I make a purchase between \$10,001 and \$25,000 on a departmental budget, and later do a cost transfer from that purchase of only \$3,000 to a Sponsored Project, would this be allowable?**

No, the cost transfer will not be allowed unless the proper documentation* is attached to the journal from the original purchase. This requirement applies whether you transfer the whole purchase or a partial amount.

(*proper documentation: quotation evaluation form with 2 quotes, or an approved contracted supplier, or a single sole source form.)

- 8) Cost Share - If I make a purchase between \$10,001 and \$25,000, but I am splitting the distribution to multiple chartstrings with half the amount going to a Sponsored chartstring and half going to a Cost Share chartstring, how do I proceed?**

The new requirements apply to this purchase and will require one of the following:

- 1) 2 quotes from different suppliers
- 2) Using an approved contracted supplier
- 3) Providing a valid single sole source form

Best Practice: If any portion of a purchase between \$10,001 and \$25,000 is charged to a sponsored project (whether sponsored funds or cost share), or could potentially be transferred at a later date, the above purchasing requirements should be followed.