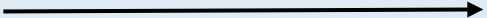




**MAKING MICRO, SMALL, AND MAJOR PURCHASES  
WITH FEDERAL GRANT FUNDS: AN OVERVIEW**

<b>Micro Purchases</b>	<b>Small Purchases</b>	<b>Major Purchases</b>
<p><b>\$1</b>  <b>\$10,000</b></p> <ul style="list-style-type: none"><li>• No price comparisons required, but costs incurred must be reasonable.</li><li>• Avoid splitting of purchases to stay under the \$10,000 threshold.</li><li>• By DePaul policy, a PO is required for purchases over \$3,500. (See DePaul's <a href="#">Purchasing &amp; Bidding Requirements.</a>)</li></ul>	<p><b>\$10,000</b>  <b>\$150,000</b></p> <ul style="list-style-type: none"><li>• Written price comparisons required (collect three quotes or web clippings).</li><li>• Attach the price comparisons when submitting the PO requisition.</li><li>• Quotes/clippings also typically satisfy DePaul bidding requirements for purchases &gt; \$25,000. (See DePaul's <a href="#">Purchasing and Bidding Requirements.</a>)</li><li>• Exception: Price comparisons not needed if purchasing from a <a href="#">DePaul preferred vendor.</a></li><li>• Exception: If only one supplier, attach a sole source justification to the PO requisition in lieu of price comparisons.</li></ul>	<p><b>\$150,000 and beyond</b> </p> <ul style="list-style-type: none"><li>• Consult with Procurement and ORS before starting the purchasing process.</li><li>• Develop and publicize a formal RFP.</li><li>• Perform a cost analysis to estimate costs.</li><li>• Formally evaluate all proposals received.</li><li>• Award a contract with required terms.</li><li>• Attach documentation of the RFP process when submitting the PO requisition.</li><li>• Exception: If only one supplier, write up a sole source justification for approval prior to purchase in lieu of the RFP process.</li></ul>