

# Purchasing Services Quick Reference Guide

The following rules apply to ALL purchases of GOODS and/or SERVICES (including contract labor). **Purchases CANNOT be split to avoid these requirements.** In addition, all contracts MUST be signed by the President, CFO, or their authorized designees.

Anticipated Cost	Purchase Order Required?	Competitive Bid Required?	Process
\$1 to \$5,000	No	No	<p>Approved departmental buyers may order directly from the vendor. They may also use an approved Temple Purchase Card (PCard), if the purchase is for an allowable item.</p> <p>If the vendor invoices or wants payment via check, the requester submits the invoice utilizing Concur Invoice.</p> <p>Please refer to the <a href="#">PCard Guidelines</a></p>
\$5,000.01 - \$25,000	Yes	No	<p>Bidding is not required. <b>However, it is strongly recommended that you obtain at least two comparable pricing estimates.</b></p> <p>To obtain a purchase order, you must submit the request through TUmktplace using the Catalog or Non-Catalog form with the appropriate vendor information prior to the receipt of goods and/or services.</p>
More than \$25,000	Yes	Yes	<p><b>Purchasing Services</b> must conduct a competitive bid for the desired item or service.</p> <p>Upon application <b>in advance</b>, with appropriate justification, a sole source exception may be granted, subject to established <a href="#">Purchasing Services Processes</a>.</p>

			Purchase orders and bid requests must be submitted through TUmarketplace.
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**REMEMBER:**

- Independent contractors / temporary contract labor are subject to the above rules.
- PURCHASING APPROVAL OF INDEPENDENT CONTRACTOR AGREEMENTS IS REQUIRED IN *ADVANCE OF RETAINING THE CONTRACTOR*.
- Independent contractors may be utilized only through an appropriate requisition when university employees cannot adequately provide expertise to fulfill a specific objective.
- It is NOT a substitute for adding headcount. In addition, independent contractors should be retained only if the specific task needs to be fulfilled for the university.

**ADDITIONAL REQUIREMENTS:**

- Always consult Temple's university-wide contracts before proceeding with a departmental purchase. Before beginning your purchase, please also visit the TU Portal for more information on Temple University's [Purchasing Services Processes](#).
- Required purchase orders must be obtained before a vendor is engaged and provides goods or services. Vendors should not provide any goods or services over \$5,000 without a purchase order. If they do so, they risk not receiving payment from Temple University.
- For all purchases requiring a competitive bid, Purchasing Services reserves the right to determine whether a Request for Proposal (RFP) or a Request for Quote (RFQ) is appropriate. During a Purchasing Services conducted bid or request for proposal process, all communication must go through Purchasing Services. No proprietary information is to be distributed to competing vendors or associates outside of the bid or request for proposal process.

**FOR MORE INFORMATION:**

- Please consult the Buying and Paying channel in the TUportal's [Budget and Finance tab](#).
- Please contact Purchasing at 215-204-6700 or [purchase@temple.edu](mailto:purchase@temple.edu)