

Purchasing (what do I need to make a purchase?)

Purchases fall under 3 categories-

1. Low Value Purchase Range- Under \$10,000
2. Informal Bid Range- \$10,000 to \$149,999
3. Formal Bid Range- \$150,000 and over

Required Supporting Documents for Requisitions

<https://procurementservices.rutgers.edu/resources/forms>

Requisition Type	ICED Form	Quotes	Informal Bid Intake	RFX	Waiver of Bid	Statement of Work	Contract	Invoice
Check Request	Honoraria							✓
Quick Order		✓						
Goods Under \$10k		✓					✓*	
Goods \$10k-\$150k			✓		✓*		✓*	
Goods \$150k+			✓	✓	✓*		✓*	
Service Under \$10k	✓	✓				✓	✓*	
Service \$10k-\$150k	✓		✓		✓*	✓	✓*	
Service \$150k+	✓			✓	✓*	✓	✓*	

NOTE:

Internal Attachments: supporting documents only; attach only one time

External Attachments: vendor visibility – e.g., executed contract

ICED Form- Independent Contractor or Employee Determination; this form will determine whether a professional service provider is an independent contractor. Rutgers employees may not be employed as a supplier.

Quote- a document that the supplier submits to a potential client with a proposed price for goods or services, the quote is binding and should contain details of the product or service. I should also include time frames. Quotes may often include a time period as to when the price is valid as well as clarifications of changes in price due to adjustments.

Informal Bid Take- Required form when purchasing goods or services from \$10,000 to \$149,999.

RFX- Intake form used when purchasing goods or services \$150,000 or greater.

Waiver of Bid- Required form to use to justify the purchase of goods and services \$10,000 or greater.

Statement of Work- Also called SOW form, is to confirm the requesting unit has clearly and completely outlined the details of the service engagement including services to be rendered, service dates, deliverables, milestones (if any), and the fees and expenses to be paid.

Contract-details the terms and conditions of goods or services

Invoice- final billing statement