Purpose:

This procedure describes the process for obtaining quotes from vendors.

Definitions:

- **Bid Threshold**: The dollar amount of a purchase that determines if the bid process must be used.

- **Category Three Purchasing Threshold**: As stated in Florida Statute 287.017, the threshold is $65,000 for the year 2017.

- **PantherNet**: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

- **Purchase Order (PO)**: Document which describes an offer to buy goods and services which, when accepted by a vendor, becomes a binding contract.

- **Quote**: An estimate given from a vendor for a product or service.

- **Requisition**: An electronic document, which requires accurate accounting information for the commitment, a description of material and/or service, the quantity, date, and estimation of cost.

Responsibility:

- **College Departments**: Submit requisition and forward any quotes to Purchasing.

- **Purchasing**: Reviews requisitions, issues requests for quote from vendors and issues purchase orders.

- **Vendors**: Submit quote to Purchasing.
PROCEDURE DETAILS:

1. Requisition is submitted by College department.

2. Purchasing reviews requisition to determine if the Category Three Purchasing Threshold applies and a formal bid process is required.

3. Any quote(s) obtained by the College department should be forwarded to Purchasing.

4. Purchasing analyzes and reviews quote(s) received.

5. If necessary, Purchasing solicits vendors for additional quotes.

6. Upon selection of vendor, Purchasing approves vendor quote and issues purchase order.

REFERENCES:

College Board Policy: 6Hx-18-4.11:


Florida Statutes: Chapter 287:

http://flsenate.gov/Laws/Statutes/2012/Chapter287

SBE Rules: 6A-14.0734: