Purchasing Threshold Flow Chart
Rev 5/2016

**Sole Source Process**

Is the product available in the district warehouse?

- **YES**
  - Purchase from the district warehouse through Skyward

- **NO**

Is the product/service ONLY available from one source?

- **YES**
  - Is the total amount of the purchase between $0.00 and $1,000?
    - **YES**
      - No documentation required
      - Order With
      - P-Card, NPO, School Check, District Req/PO
    - **NO**
      - Complete Sole Source form, send to Purchasing for review.
      - Order With
      - School Check, District Req/PO

- **NO**

Is the total price of the purchase between $0 and $1,000?

- **YES**
  - COMPETITION NOT REQUIRED, recommended. District or State Contracts should be used. Purchase from the best source to meet need of school or department.
  - Order With
  - P-Card, NPO, School Check

- **NO**

Is the total price of the purchase between $1,000 and $5,000?*

- **YES**
  - Complete District Quote Form and attach Written Quotes
  - Order With
  - School PO/Check or District Req/PO

- **NO**

Is the total price of the purchase greater than $5,000?*

- **YES**
  - Submit District Requisition and specification to District Purchasing using Skyward.
  - Order With
  - District PO

- **NO**

*Unlawful to intentionally or knowingly divide a procurement into 2 or more smaller procurements.

**During the quotation process, DO NOT disclose any information, pricing and the like – violation of the law. Recommended that you request that vendors restate their telephone quote in an email. Definition of a valid quote: Telephone call or email – Internet pricing is NOT acceptable. Remember-specs & delivery dates must be reasonable & not restrictive. Ask for delivery charge(s). The Central Warehouse catalog is available on the Purchasing and Warehouse web pages – www.canyonsdistrict.org. District and state contracts can be found on the Purchasing web page. Documents referred to can be found on Purchasing web page.