

Madison College

Purchasing Matrix of Processes and Requirements

| Row | Purchase Dollar Threshold | Allowed Purchasing Methods | Approving Authority | Competitive Purchasing Process Requirements | Required Documentation |
|------|--|---|--|---|--|
| 1 | Purchases under \$500 | Approved Workday Purchase Order (Required for Printing), or Submit invoice with Vendor ID and correct Worktags *, or P-Card | Immediate Supervisor, Cost Center Manager, and Buyer for Purchase Orders Immediate Supervisor and Cost Center Manager for invoices P-Card Verification process includes Immediate Supervisor and Cost Center Manager | Two (2) Written Quotes for <u>Printing</u> are required | For Printing Purchase Orders, quotes are to be uploaded into the Workday Purchase Order System. |
| 2 a. | Purchases Between \$500 and \$4,999 | P-Card if qualified or Workday PO Workday PO required for all Printing purchases | P-Card Verification process includes Immediate Supervisor and Cost Center Manager | Two (2) Written Quotes for <u>Printing</u> are required | For P-Cards, include quotes in Workday as part of the Procurement Card Verification process. |
| 2.b. | Purchases Between \$5,000 and \$9,999 ** | Approved Workday Purchase Order required for Purchases over \$5,000 (NOTE: Please recognize Supplier aggregate spend requirements) | Immediate Supervisor, Cost Center Manager, and Buyer | Two (2) Written Quotes for <u>Printing</u> are required SOW* attached to PO's | For Purchase Orders over \$5,000, SOW* to be uploaded into the Workday Purchase Order System. |
| 3 | Purchases Between \$10,000 and \$24,999 ** | Approved Workday Purchase Order (NOTE: Please recognize Supplier aggregate spend requirements) | Immediate Supervisor, Cost Center Manager, and Buyer | Two (2) Written Quotes are required for purchases between \$10,000 and \$24,999 or Waiver of Competitive Bidding with SOW*. For Public Construction, the publication of a Class 1 notice if required prior to execution of the contract. | Two (2) Written Quotes, or an Approved Waiver of Competitive Bidding in Workday & SOW*, must be uploaded into the Workday Purchase Order System. |
| 4 | Purchases between \$25,000 and \$49,999 ** | Approved Workday Purchase Order (NOTE: Please recognize Supplier aggregate spend requirements) | Immediate Supervisor, Cost Center Manager, and Buyer for Non-Public Construction Purchases For Public Construction Purchases, VP Level Approval & District Board Approval is needed | Three (3) Written Quotes are required, or a Waiver of Competitive Bidding and SOW* For Public Construction Purchases of \$25,000 and more a sealed bid process and a Class 2 Notice is required | Three (3) Written Quotes, or an Approved Waiver of Competitive Bidding in Workday & SOW* must be uploaded into the Workday Purchase Order System. For Public Construction, a sealed bid process and publication of a Class 2 Notice is required. Include the Approved Issue Paper and the RFB Number with the PO and upload into the Workday Purchase Order System. |

Madison College

Purchasing Matrix of Processes and Requirements

| | | | | | |
|---|--------------------------------|---|--|---|--|
| 5 | Purchases \$50,000 and over ** | Approved Workday Purchase Order (NOTE: Please recognize Supplier aggregate spend requirements) | VP Level Approval & District Board Approval is needed unless Purchase is from a Cooperative Contract, where the Immediate Supervisor and Cost Center Manager may Approve | Requires Request for Bid(RFB)/Proposal(RFP) Process For Public Construction Purchases of \$25,000 and more a sealed bid process and a Class 2 Notice is required | Bid Responses, or an Approved Waiver of Competitive Bidding & SOW* in Workday, must be uploaded into the Workday Purchase Order System. Include the Approved Issue Paper and the RFB Number with the PO. |
|---|--------------------------------|---|--|---|--|

Conferences, memberships, registrations, resale, postage, utilities, international student housing and payroll-related purchases in excess of \$500 are also OK to pay off invoices, if P-Cards are not accepted.

** All purchases greater than \$500 without a PO must have the Cost Center Manager approval. All purchases of instructional learning materials such as multi-media & video material must be in an accessible format (captioned) to comply with Administrative Policy #207 Procurement & Purchasing.

Technology-related items must receive authorization and be purchased through Technology Services.

Purchasing thresholds of the College are based on aggregated spend. This means when an aggregated spend reaches the \$10,000 threshold with a supplier for the fiscal year, Quotes, RFPs, RFBs or cooperative contracts will be required.

The Workday Purchase Order process is available by reviewing the [Manage Requisition & Purchase Order](#) job aid.

Submitting Invoices to Accounts Payable not associated with a Purchase Order (PO):

When submitting an invoice to Accounts Payable that is not associated with a PO, a Supplier must already be entered in the system and a Supplier ID must be on the invoice. In addition, worktags must be specified and must have sufficient funds available. Invoices will be sent to the immediate supervisor and Cost Center Manager for the applicable department for authorization.