

**LOYOLA UNIVERSITY CHICAGO
PROCUREMENT SERVICES**

PROCUREMENT ACTION MATRIX

This Matrix is intended to provide University Buyers with guidance on the documentation and approvals required for various purchases.

	\$0 - \$4,999	\$5,000 - \$24,999	\$25,000 - \$49,999	\$50,000 - \$99,999	\$100,000 - \$499,999	\$500,000 - \$999,999	\$1,000,000+
SPA Review (For relevant Funding Sources) Vendor Questionnaire (Form W-8 or Substitute W-9 Form) - for new vendors upon setup Worker's Classification Review (For Independent Contractors Only)			Purchasing Department Involvement Purchasing Department Approval Formal Quote From Vendor Capital Budget Request Form				
				Purchasing Checklist Establishment of Competition (3 written quotes/proposals) Controlled Bid Process (e.g., \$150-250k: RFI/Q; Greater than \$250k: RFP) Source Justification Price Reasonableness/Cost Analysis Screening Certificate			SDBC, SWB, Vet & HUB Zone Consideration
Purchasing Checklist Establishment of Competition (3 written quotes/proposals) Purchasing Department Approval Formal Quote from Vendor Source Justification Price Reasonableness/Cost Analysis University General Terms and Conditions Award Flow-down Requirement (Federal Funds Only)			Purchasing Department Involvement Controlled Bid Process (e.g., \$150-250k: RFI/Q; Greater than \$250k: RFP) Supplier Conflict of Interest and Compliance Certification Form Capital Budget Request Form				
				Screening Certificate			

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\$0 - \$4,999	\$5,000 - \$24,999	\$25,000 - \$149,999	\$150,000 - \$649,999	\$650,000 and OVER
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