

PURCHASE METHOD		STATE	FEDERAL
Micro Purchase No required quotes; price must be reasonable and distributed equitably among suppliers	GOODS	Use More Restrictive Federal- State threshold is \$40,000	\$3,500* or less
	SERVICES	Not Required	
Small Purchase (Informal) Document quotes from a reasonable number of qualified sources (minimum 2, recommend at least 3)	GOODS	\$3,500*-\$75,000 Use more restrictive Federal minimum-State minimum is \$40,000	\$3,500*-150,000*
	SERVICES	Not Required	
Formal Competitive Bids	GOODS	\$75,000+	\$150,000*+
	SERVICES	Not Required	
Non Competitive Proposals	Appropriate ONLY when: <ul style="list-style-type: none"> • Available only from sole source • Public emergency purchase • Expressly authorized in writing by awarding Federal agency • Competition is deemed inadequate after solicitation • Purchase of services from non-Federal funds, with prior fiscal approval 		
<i>*Set & updated per FAR – Federal Acquisition Regulations</i>			