

How Do I Purchase (“procure”) Goods or Services?

1. Review the [Prohibited Transactions Policy](#) to determine whether your purchase is permitted.
2. Review the [Procurement Policy](#) to determine the competitive bidding requirements, and to determine what documentation is required for the dollar level of your purchase.
3. Review the [Standardization Policy](#) to determine if the University has established preferred vendors or University-wide standards for the goods or equipment you wish to purchase. Preferred vendors and University-wide standards provide for cost savings and optimization of resources.
3. If you are using a Procurement card (Procard) review the [Procurement Card Policy](#) *before* you purchase. Some purchases that are otherwise allowable, such as computer equipment, *cannot* be made using a Procard and require a purchase order. Also, purchases in excess of \$2,500 may not be made using the Procurement card unless a specific exception is required. Make sure your purchase is permitted under the policy!
4. If your purchase involves signing a contract, review and follow the [Contract Approval and Signature Authority Policy](#) *before* making the purchase. All contracts must be reviewed and approved *in advance*, and signed only by individuals with specifically-delegated authority.

For questions about making purchases properly, contact the [Office of Strategic Sourcing and Procurement](#) at tel. (202) 319-5044 or ASKPROCUREMENT@CUA.EDU.