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.

4. 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.