RCUH PROCUREMENT CHECKLIST

TYPE OF PROCUREMENT ACTION

I. GOOD AND SERVICES*

A. Purchase Good or Services not exceeding $2,500
   DUO Signature indicates price reasonableness
B. Competitive Purchase of Goods or Services more than $2,500 but less than $15,000
   3
C. Competitive Purchase of Goods or Services $15,000 and above
   4
D. Sole Source Purchase of Goods or Services more than $2,500
   1, 2 (14 if $700,000 or more)
E. Purchase Exempt from Competitive Pricing more than $2,500
   2, 15

II. EQUIPMENT ($5,000 and Above)*

A. Competitive Purchase of Equipment
   3 or 4, 5, 6, 7 (8 if fabricated)
B. Sole Source Purchase of Equipment
   1, 2, 5, 6, 7 (8 if fabricated; 14 if $700,000 or more)

III. CONTRACTS

A. Subcontracts
   Same requirements as I or II above (Determination of Cost or Price Reasonableness NOT required for Federal Grant Funds; Determination of Cost or Price Reasonableness required for Federal Contract Funds) plus 13 if contract $25,000 or more;
RCUH PROCUREMENT CHECKLIST

9, 10, 16, 17 for all subgrants, i.e. object symbol = 7150 or 7172; 9, 10 if contract $30,000 or more and if object symbol other than 7150 or 7172; 14 if $700,000 or more.

B. FDP Subaward Agreement
   See requirements for subcontract

C. Services Contract
   See requirements for subcontract (except #16 and #17 not required)

D. Office Lease/Rental
   Same requirements as I above plus 12.

IV. SPECIALIZED TRANSACTIONS

A. Charter of, or passenger on non-State ocean vessel
   Same requirements as I above plus 11.

* Note that purchase order $30,000 or more also requires 9 & 10.