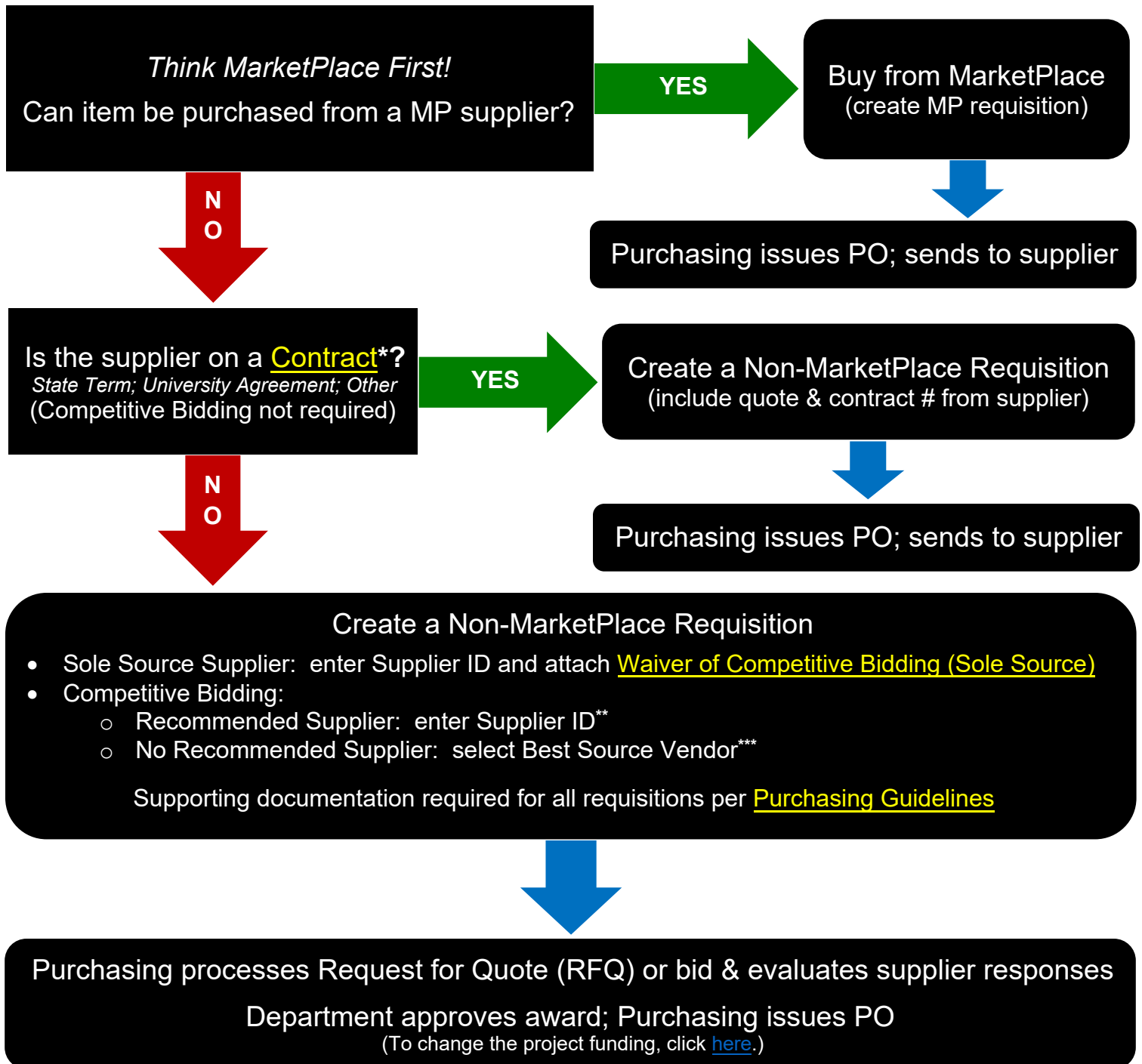


# NC STATE UNIVERSITY

College of Sciences

## Procurement Decision Tree (\$5,000 or More)



\* The State allows the University to purchase items on state contracts from non-contract suppliers if we are purchasing the same or similar item at a lower price. When making a purchase from a non-contract supplier because the price is lower, you must provide a quote from both the contract supplier and the non-contract supplier to show lower pricing.

\*\* If you provide a recommended supplier, Purchasing will ensure that supplier receives a copy of our bid. If another supplier is lower in price and meets specifications, Purchasing will look to the Department to suggest the award be granted to the lower-priced supplier. Purchasing does not make this decision, the Department does.

\*\*\* If multiple sources are known, provide supplier names and contact information in the supporting documentation.