How to choose a procurement method

The following decision tree should be used to decide which procurement method to use.

Is there an internal Supplier that can provide this good or service? **Search List of Internal Suppliers**	**Yes** ➤	**Use Internal Supplier**

No ⬇

Can you find the good or service in Buckeye Buy? Search Contract Book. Consult with your Service Center	**Yes** ➤	**Use Buckeye Buy**

No ⬇

Do we already have a contracted Supplier that can provide this good or service? Search Contract Book. Consult with your Service Center	**Yes** ➤	**Use Contracted Supplier**

No ⬇

Can we make the purchase with a PCard? Must answer YES to all of the following: 1) The Supplier will accept PCard 2) This is an infrequent purchase 3) The purchase is under the bid limit ($75,000 for goods or services) Validate with Requester and Supplier.	**Yes** ➤	**Use PCard**

No ⬇

Is the purchase <u>over</u> the bid limit ($75,000)?	**Yes** ➤	**Can this purchase be competitively bid?** Review RFX Preparation Form Review Strategic Sourcing Process	**Yes** ➤	**Contact the Sourcing Team**

No ⬇

Use non-catalog request