# Purchasing Scenarios

All purchases are done in SupplyNet
Approval chain generated automatically based on PR amount

**> 75 K**
- Upload Quote in CFI Format
- Eligibility
- Competitive Bid Process
- PI Approval
- RSO Approval
- SMS Approval

**> 25 K**
- Upload Quote in CFI Format
- Create PR
- PI Approval
- RSO approval
- Eligibility
- Any variances: justification
- SMS approval
- PO issued

**< 25 K**
- LDP
- Create PR
- PI approval
- PO will be issued and invoice paid
- *Note: PI responsible for keeping all purchasing documentation*

## In Kind Contributions*
- RSA's required purchasing documentation regardless of dollar value:
- Quote in CFI format
- Invoice

11

# Scenario 1: Purchase Under $25K

**RSO approval not required**

| PI or support Administrator | → | PI | → | SMS |
|---|---|---|---|---|
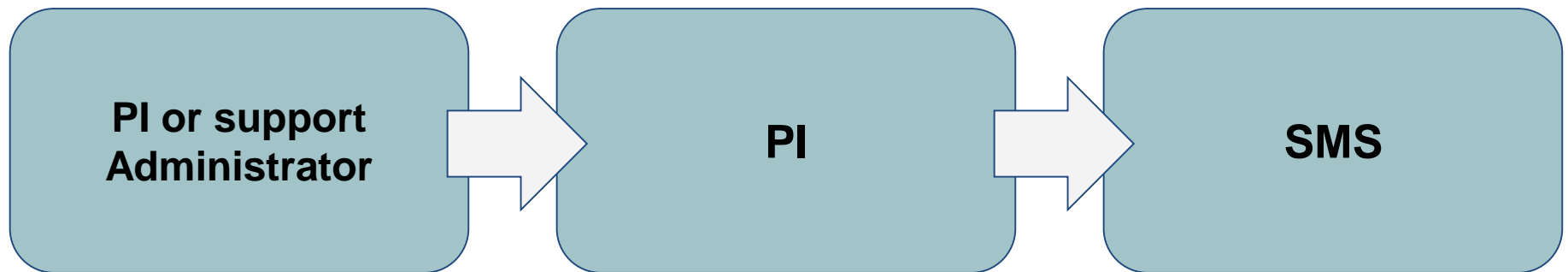
- Attaches CFI quote
- Identifies CFI line item
- Creates a PR
- Insert @RSO Institutional Projects into comment field

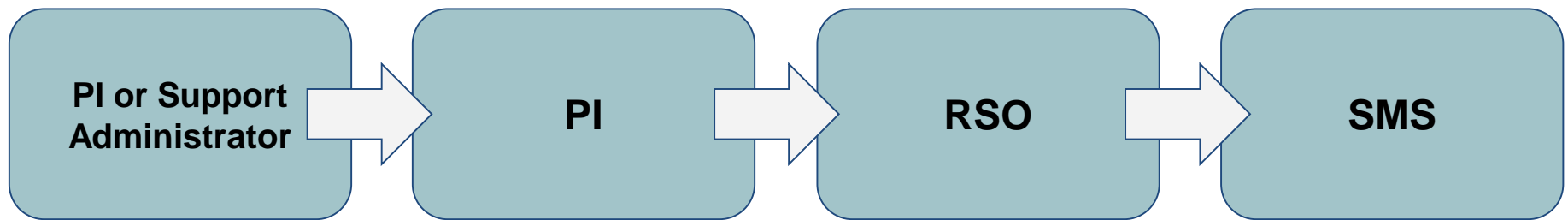- Reviews PR
- Approves PR

- Approves PR
- Issues PO
- Approves payment

**In Kind Contributions***

- RSA's required purchasing documentation regardless of dollar value:
- Quote in CFI format
- Invoice

12

# Scenario 2: Purchase Over $25K, Under $75K

| PI or Support Administrator | → | PI | → | RSO | → | SMS |

- Attaches CFI quote
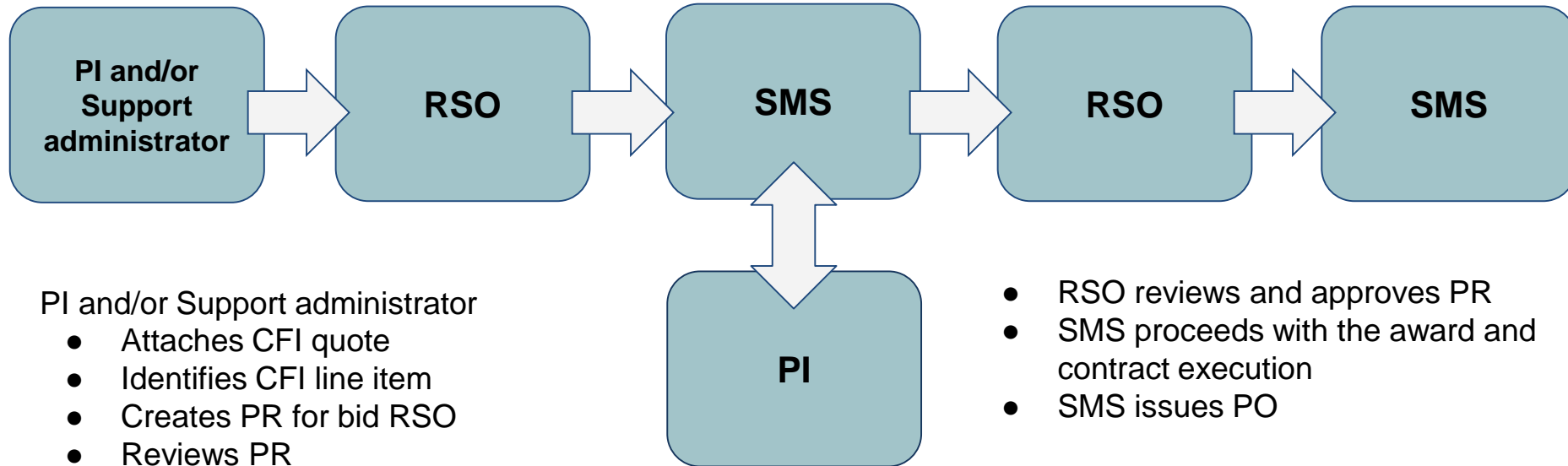- Identifies CFI line item
- Creates a PR

- Reviews PR
- Approves PR

- Reviews PR against application budget
- Evaluates in-kind
- Approves PR

- Approves PR
- Negotiates payment terms
- Issues PO

Approval chain generated automatically based on PR amount

# Scenario 3: Purchase Above 75K



PI and/or Support administrator → RSO → SMS ⇅ PI → RSO → SMS

PI and/or Support administrator
- Attaches CFI quote
- Identifies CFI line item
- Creates PR for bid RSO
- Reviews PR
- Approves PR for bid

- RSO reviews and approves PR
- SMS proceeds with the award and contract execution
- SMS issues PO

Competitive Bid:
- SMS/PI develop and evaluate Request For Proposal (RFP)
- SMS provides proposal responses to RSO
- PI edits, updates and approves PR