Purchasing Requirements

UB has established requirements for purchases with State, Research Foundation (RF) and UB Foundation (UBF) funds for transactions using eProcurement, Procurement Card (PCard) and the eRequistion system (eReq).

State-Funded Purchases

eProcurement online catalogs (up to $4,999)
- Per transaction limit $4,999. Orders over limit use eReq process
- Transaction must be appropriate to grant or account
- Participating suppliers: VWR, UPS, Fisher Scientific, Proftech/Staples Advantage

State Visa Procurement Card (up to $4,999)
- Per transaction limit $4,999. Orders over limit use eReq process
- Price must be reasonable
- Transaction must be appropriate to grant or account
- Tax exempt

eRequisition submission (eReq)

Dollar amount: $0 - $5,000
- Include quote or product specification
- Price must be reasonable
- Purchasing verifies that price is reasonable
- Estimated order time: 3 - 5 days

Dollar amount: $5,001 - $50,000
- Price must be reasonable
- Purchasing verifies that price is reasonable and obtains required forms from suppliers
- Obtain 2 or 3 quotes or justify sole source
- Estimated order time: 5 to 15 days

Dollar Amount: $50,001 - $125,000
- Advertise in New York State Contract Reporter
- Minimum of 3 sealed bids solicited by Purchasing
- Purchasing can use discretion up to $200,000 to award a diversity supplier
- Estimated order time: up to 5 weeks

Dollar Amount: $125,001 - $250,000
- Advertise in New York State Contract Reporter
- Minimum of 5 sealed bids solicited by Purchasing
- Purchasing must obtain prior written consent from the State Comptroller for a sole source
- Purchasing can use discretion up to $200,000 to award a diversity supplier
- Estimated order time: up to 12 weeks

Dollar Amount: Over $250,000
- Purchasing must obtain prior written consent from Attorney General and Office of State Comptroller
- Advertise in New York State Contract Reporter
- Minimum of 5 sealed bids solicited by Purchasing
- Estimated order time: up to 12 weeks

Before You Buy
When in doubt, find out!
Consult with our purchasing agents for advice.
Reception: 645-2676

Revised Oct. 2014

Research Foundation-Funded Purchases

eProcurement online catalogs (up to $4,999)
- Per transaction limit $4,999. Orders over limit use eReq to process
- Transactions must be appropriate to grant or account
- Participating suppliers: VWR, UPS, Fisher Scientific, Staples Advantage

RF Amex Procurement Card (up to $2,500)
- Per transaction limit $2,500. Orders over limit use eReq process
- Price must be reasonable
- Transactions must be appropriate to grant or account
- Tax exempt

eRequisition submission (eReq)

Dollar amount: $0 - $10,000
- Include quote or product specification
- Price must be reasonable
- Purchasing verifies that price is reasonable
- Estimated order time: 3 - 5 days

Dollar amount: over $10,000
- Price must be reasonable
- Obtain 3 quotes or justify sole source
- Purchasing verifies that price is reasonable
- Estimated order time: 5 to 15 days

UB Foundation-Funded Purchases

eReq submission (eReq)
- Price must be reasonable
- Purchasing verifies if price is reasonable
- Include a quote or product specification
- Estimated order time: 3 to 5 days
- http://www.ubfoundation.buffalo.edu/policies/purchasing-procedure

Reasonableness of Price
Here are a few ways to determine price reasonableness:
- Look at the suppliers's published price list
- See prior invoices from this supplier for other consumers or state contractors
- Make comparisons to other suppliers' prices for similar products/services
- Make comparisons to similar purchases by other state campuses
- See historical cost or price comparisons

Sole Source
- Indicate why the requested item is the only one acceptable
- Be specific to this purchase request
- Be on department letterhead
- Attach to your eReq and forward to Purchasing