For the purchase of goods and services

Purchasing Threshold
- Less than $100
- $100 - $1,000
- up to $25,000
- $25,001 - $75,000
- $75,001 - $121,200
- $121,201 and over

Competitive Bid Process
- If authorized per PCard Guidelines
- If unauthorized per PCard guidelines
- Requesting department to complete Scope of Work Document and provide to Procurement Services. Procurement Services determines appropriate acquisition method and publicly posts for minimum 15-25 days
- Evaluation, negotiation and agreement/contract finalized in accordance with University Signing Authority per Procurement Policy (MAPP 2.8)

Purchasing Tool
- Purchase using PCard, keep receipt/paid invoice for records
*contact customs@uwo.ca if item will be imported into Canada
- Check Western’s Preferred/Contracted Vendors (Mustang Market catalogue)
- Purchase using Mustang Market preferred vendor catalogues
- Vendor submits invoice electronically
- Contact Procurement Services for publicly posted competitive requirements. Estimated value > $121,200
- Complete PCard reconciliation
- Item delivered / Service received and vendor submits invoice for payment to Accounts
Payable apinvoice@uwo.ca or electronically with purchase order number referenced

Decision Point - Need to buy an item/service?
- Determine what is needed and define the requirements.
- Consider local and/or sustainable purchases (ESG)

This process is managed by Procurement Services and takes on estimated 3-6 months for completion from start to end.
Note:
1) **This decision tree is for informational purposes; please be guided by procurement policies and procedures MAPP 2.8**
2) For purchases estimated to be above $121,000, please contact Procurement Services - procurement@uwo.ca (early-on) during the planning stages for proper acquisition planning
3) Regardless of your purchase method, duties, payment terms, freight, and insurance costs are important factors when determining the total landed cost for a good or service
4) Consulting Services, regardless of value, requires competitive quotes
5) For any general questions, please reach out to procurement@uwo.ca

Additional resources:
- BOBI-A
- MAPP 2.8 - Procurement of Materials and Services
- Procedures for Policy 2.8
- Operational Excellence Procurement Workshop
- Request for Quotation (RFQ) Form
- Competitive quotes (Bid Process)
- Sustainable Procurement
- Purchase Card Guidelines
- Technology Risk Assessment
- Procurement Website