This document is a limited instruction sheet for FM purchases. Please visit WMU Logistical Services purchasing procedures and policies: http://wmich.edu/logisticalservices/purchasing/

* Purchases for materials less than $5,000; use your pro card.
* Purchase Requisitions NOT on project: Purchases for services or services and material, use the **Purchase Requisition or FM-105** form. Sole source purchases must be justified to purchasing by attaching a **Sole Source Documentation & Authorization Form**.
* Purchase Requisitions FOR a project: Purchases for services or services and materials over $5,000 are requested with a **Vendor Contract Bid/Award (FM-105)**. A contract or P.O. between the vendor and WMU will document the purchase.
	+ Check applicable box at the top of the bid form (FM-105): is this a request to be bid or to be awarded. If you check “for award” without a bidding process, a **Sole Source Documentation & Authorization Form** is required.
	+ Complete and sign the form. Obtain the direct supervisor’s signature for approval. Two FM signatures are required on forms.
	+ “The Amount of Funds Authorized for Contract” (AFAC) line is related to the limit on change order dollar amount to the Vendor Contract. The AFAC amount will be completed by the contact and authorized by the direct supervisor. As the Contract Award and/or AFAC increases over $50K, Vice-Presidential approval is required. Once increase over $50K is changed or with increment increase over $25K, Vice-Presidential approval is required.
	+ “Amount of Contract Award” is the contract amount agreed to with the vendor. Any changes to this amount after contract/PO is issued will require a **Vendor Change Order Form** **(FM-106.)** Please send back up documentation with form.
* All work released to T&M Contractor is requested using a **Vendor Contract Bid/Award Form (FM-105)** against the original Vendor T&M Contract. (BOPS has the contracts on file.)
	+ T&M contracts are to be used only when costs are estimated to be less than $25,000.
* No sole source needed for T&M’s under $25,000.
* Basis for bid award is the “T&M contract.”
* All work against T&M contracts estimated to be over $25,000 must be approved by the Associate Vice President for Facilities Management.
* **Purchase Requisition, Vendor Contract Bid/Award (FM-105), and Vendor Change Order (FM-106)** forms must be filled out by the contact (typically project manager) and submitted to the FM Business Operations (BOPS) office with the appropriate signatures and backup documentation.
* BOPS will sign off, add amount of contract award to project encumbrance in TMA and send to Purchasing. Purchasing will not accept any forms without the BOPS signatures.
* All forms need to be completed prior to authorizing the vendor to do work. Please do not submit these forms with an invoice for payment.
* Once the FM Business Operations office receives the forms, the contact and vendor will receive a purchase order within two to three business days.