**Facilities Management Purchasing Procedures**

This document is a limited instruction sheet for FM purchases. Please see the following document for a complete detailed explanation of the Universities purchasing procedures: <http://www.obf.wmich.edu/logistical-services/purch-docs/purchasing_policies_procedures.pdf>

* Purchases for materials less than $5,000; use your pro card.
* Purchases for services or services and material less than $5,000; use the **Purchase Requisition** form.
* Purchases for materials over $5,000 are requested on a **Purchase Requisition**. Sole source purchases must be justified to purchasing by attaching a **Sole Source Documentation & Authorization Form**. See <http://www.obf.wmich.edu/logistical-services/purch-docs/sole_source_justification.pdf>
* Purchases for services or services and materials over $5,000 are requested with a **Vendor Contract Bid/Award (FM105)**. A contract or P.O. between the vendor and WMU will document the purchase.
	+ Please check the box at the top of the bid form (FM105) as to whether this is 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.
	+ The requestor is responsible for completing the whole form and acquiring the necessary signatures for approval.
	+ “The Amount of Funds Authorized for Contract” line is the limit on change orders to a specific Vendor Contract. This amount will be completed by the requestor and authorized by the approver. Any change orders above this amount requires Vice-Presidential approval.
	+ The “Amount of Contract Award” is the amount the contract has been agreed to with the vendor. Any changes to this amount will need to be requested with a **Vendor Change Order Approval Form** **(FM106)**.
* All work released to a T & M Contractor is requested using a **Vendor Contract Bid/Award (FM105)** against the original Vendor Contract. T & M contracts are to be used only when costs are estimated to be less than $25,000. All work against T & M contracts estimated to be over $25,000 must be approved by the Associate Vice- President for Facilities Management.
* No sole source needed for T&M’s under $25,000. Basis for bid award would be T&M Contract.
* All Purchase Requisition forms, Bid/Award Authorization Documents, and Change Order Approval forms must be completely filled out by the requestor and submitted to the FM Business Operations office with the appropriate signatures. Purchasing will not accept any forms without the FM Business Office 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 request, the requestor will receive a purchase order within two days.