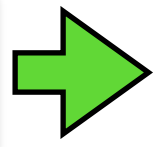


PVCSD Purchasing Policy Flow Chart

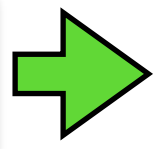
IS THE PRODUCT OR SERVICE ON STATE CONTRACT, BOCES CONTRACT OR PIGGYBACK?



Put Contract# on Requisition & upload contract into nVision



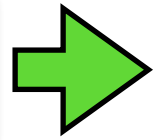
IS THE PRODUCT OR SERVICE ONLY AVAILABLE FROM ONE SOURCE?



Attach Sole Source documentation listing exact product(s) purchasing Upload into nVision



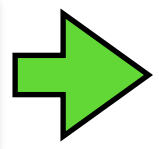
DISTRICT WIDE WILL WE SPEND MORE THAN \$20,000 THIS YEAR WITH THIS VENDOR



Sealed Bids See Purchasing Policy



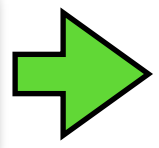
IS THE TOTAL COST INCLUDING SHIPPING BETWEEN \$0-\$5,000?



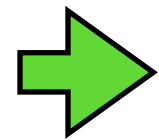
No quotes required. However, should be best available price for product(s) & upload all backup in nVision



IS THE TOTAL COST INCLUDING SHIPPING BETWEEN \$5,001-\$10,000?



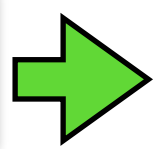
3 Telephone or email quotes including shipping. Upload to nVision with District Quote Form



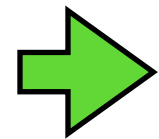
Complete District Quote Form & attach to Req in nVision



IS THE TOTAL COST INCLUDING SHIPPING BETWEEN \$10,001-\$19,000?



3 Formal Written Quotes including shipping. Upload to nVision with District Quote Form



Complete District Quote Form & attach to Req in nVision



IS TOTAL COST FOR THE YEAR OR THIS PURCHASE OVER \$20,000?



Sealed Bids See Purchasing Policy