

Purchasing Guidelines

- Find the best price available for the item(s) to be ordered
 - [Check state contract vendors and prices](#)
 - Search vendors' websites
 - Call vendors for pricing
- Place the order using [NC eProcurement](#)
 - All vendors must be registered with NC eProcurement, so [check their registration](#). You may need to enter the company name several ways.
 - If the vendor is not registered with NC eProcurement, submit an [Exception Vendor Form](#) along with the vendor's information.
- Obtain quotes according to established guidelines.
 - Small purchases (\$1 – \$10,000): One quote **recommended** for purchases up to \$5,000; two quotes **required** (no terms and conditions) for purchases between \$5,001 and \$10,000.
 - Average purchases (\$10,001 – \$25,000): Three quotes **required** (no terms and conditions).
 - Informal purchases (\$25,001 – \$50,000): e-Procurement Requisition with one quote attached; Purchasing will issue a Request for Quote through the [North Carolina Interactive Purchasing System](#) (IPS).
 - Formal purchases (\$50,001 and up): e-Procurement Requisition with one quote attached; Purchasing will issue a formal bid through the [North Carolina Interactive Purchasing System](#) (IPS) and work with the state on awarding the bid.