Information
Purchases Requiring Three Quotes

Effective
March 1, 2018

Number
PUR-43.00

Applicability
This procedure applies to all University departments and employees (Administrators, Faculty, and Staff).

Administrative Authority
Vice President for Finance and Chief Financial Officer

Responsible Unit
Sally Molsberger, Chief Procurement Officer
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History
Revision Date(s): July 1, 2021; July 1, 2024; June 24, 2025
Reviewed Date(s): June 25, 2024; June 18, 2025

Categories

Reason for Procedure:
To improve the processes of how the University procures goods and services and to reduce cost and provide better reporting of assets and maintain the needed level of quality.

Statement:

The University of Louisville (University) requires departments and employees to obtain three quotes from vendors when procuring goods and/or non-professional* services that total between $50,000 and $99,999.99.
The following steps must be followed when procuring goods and services that total between $50,000 and $99,999.99:

1. Obtain three quotes from vendors. For government agency purchases refer to the resource guidance.
2. Attach the quote documentation to the purchase requisition form.

*Professional Services Contracts (PSC) have no spend threshold and all require either a competitive solicitation (RFP) or a sole source justification.

Related Information:

Procurement Basics
Non-Competitive Negotiation PUR-5.00
Procurement and Contract Authority PUR-1.00
Purchase by Competitive Sealed Bidding PUR-3.00

Responsibilities:

Procurement Services team is available to answer questions and provide assistance associated with this procedure for obtaining three quotes. Please email purchase@louisville.edu.