

## **Information**

Purchases Requiring Three Quotes

## **Effective**

March 1 2018

## **Number**

PUR 43 00

## **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

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## **Categories**

## **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](#)

## **Reasoning:**

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.

## **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](mailto:purchase@louisville.edu).