

<b>Title</b>	: <b>Quotes and Competitive Bids</b>	
<b>Number</b>	:	<b>2330.00</b>
<b>Approved</b>	:	<b>11/20/25</b>
<b>Last Reviewed:</b>		<b>11/20/25</b>
<b>Reference</b>	: <b>A.R.S. §§ 15-213, 34-201; 41-2533, 41-2534, 41-2535</b>	

**ALL MATERIAL AND SERVICES, EXCEPT REAL PROPERTY**

A minimum of two written quotes shall be obtained for all unit or aggregate purchase requests over \$20,000. A minimum of three written quotes shall be obtained for all unit or aggregate purchase requests over \$50,000. Written documentation shall be attached to the purchase requisition prior to the issuance of a purchase order. The information shall include:

- √ Name
- √ Description of the product or service
- √ Date
- √ Person contacted
- √ Unit and total price (including all applicable tax, delivery, and installation)
- √ Any other pertinent information

Additionally, all unit or aggregate purchase requests over \$100,000 are to be reviewed by the Vice President of Administration. In those instances where it appears that maximum benefit will be obtained by the competitive bid process, bids will be required. If required, competitive bids will replace the written quote procedures.

When acquiring property and services under a Federal award, procurement standards under this policy incorporate all provisions of CFR Title 2, Subtitle A, Chapter II and/or any rules and regulations that supersede those referenced. It is the responsibility of the Director of Grants to confirm that all expenditures of federal funds are allowable, reasonable, allocable, consistently treated, and in compliance with limitations and exclusions as stated in federal cost principles.

**ALL REAL PROPERTY**

All acquisitions of real property will be in compliance with the Arizona Procurement Code.

