How to choose a procurement method

The following decision tree should be used to decide which procurement method to use.

1. Is there an internal Supplier that can provide this good or service?
   - Yes: Use Internal Supplier
   - No: Can you find the good or service in Buckeye Buy?
     - Yes: Use Buckeye Buy
     - No: Do we already have a contracted Supplier that can provide this good or service?
       - Yes: Use Contracted Supplier
       - No: Can we make the purchase with a PCard? Must answer YES to all of the following:
         1) The Supplier will accept PCard
         2) This is an infrequent purchase
         3) The purchase is under the bid limit ($75,000 for goods or services)
         Validate with Requester and Supplier.
           - Yes: Use PCard
           - No: Is the purchase over the bid limit ($75,000)?
             - Yes: Can this purchase be competitively bid?
               - Yes: Contact the Sourcing Team
               - No: Use non-catalog request
             - No: Use non-catalog request