Required Procurement Methods

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goods or Services by**  **Dollar Value** | **1st Method** | **2nd Method** | **3rd Method** | **4th Method** |
| $0 to $1,000 | [GeorgiaFirst Market Place (ePro)](https://www.clayton.edu/procurement/docs/quick_reference_guide_howtoenterandamendrequisitions.docx)1,2 | If available, P-Card in your departmental chain of command1 | Payment Request1 | [ePro Special Request](https://www.clayton.edu/procurement/docs/quick_reference_guide_howtoenterandamendrequisitions.docx) 1,2 |
| $1,000 to $2,499.99 | [GeorgiaFirst Market Place (ePro)](https://www.clayton.edu/procurement/docs/quick_reference_guide_howtoenterandamendrequisitions.docx)1,2 | If available, P-Card in your departmental chain of command and with special approvals1 | Payment Request1 | [ePro Special Request](https://www.clayton.edu/procurement/docs/quick_reference_guide_howtoenterandamendrequisitions.docx) 1,2 |
| $2,500 to $4,999.99 | [GeorgiaFirst Market Place (ePro)](https://www.clayton.edu/procurement/docs/quick_reference_guide_howtoenterandamendrequisitions.docx)1,2 | [ePro Special Request](https://www.clayton.edu/procurement/docs/quick_reference_guide_howtoenterandamendrequisitions.docx) 1,2 | N/A | N/A |
| $5,000 to $24,999.99 | [GeorgiaFirst Market Place (ePro)](https://www.clayton.edu/procurement/docs/quick_reference_guide_howtoenterandamendrequisitions.docx)1,2 | [ePro Special Request](https://www.clayton.edu/procurement/docs/quick_reference_guide_howtoenterandamendrequisitions.docx) 1,2 | N/A | N/A |
| Greater than $25,000 | [GeorgiaFirst Market Place (ePro)](https://www.clayton.edu/procurement/docs/quick_reference_guide_howtoenterandamendrequisitions.docx)1,2 | [ePro Special Request - from a Statewide Contract supplier](https://www.clayton.edu/procurement/docs/quick_reference_guide_howtoenterandamendrequisitions.docx)1,2 | Requires Public Solicitation: RFP 1,3, RFQ1,3, Sole Source1,3, Intergovernmental Agreement4, or Consortia4 | N/A |

NOTES:

1. Must receive applicable approvals. All procurement of goods or services must follow the [State of Georgia’s Order of Precedence](https://doas.ga.gov/assets/State%20Purchasing/NEADocumentLibrary/The%20Order%20of%20Precedence%20One-Pager.pdf).

2. Click on blue lettering to access information on how to enter either a GeorgiaFirst Market Place (ePro) or Special Request in PeopleSoft Financials.

3. Public Solicitation Types- [RFP](https://www.clayton.edu/procurement/docs/rfp_process.docx), [RFQ](https://www.clayton.edu/procurement/docs/rfq_process.docx), or [Sole Source](https://www.clayton.edu/procurement/docs/sole_source_process.docx).

4. Procurement Services shall determine the use of an Intergovernmental Agreement (IGA) or Consortia.