

Tips for efficient and easy purchasing under U-M's revised procurement SPG



The U-M Board of Regents and the federal government require due diligence for all purchases over \$10,000. Under U-M's revised procurement SPG, units do not need to complete a sole source justification or perform a formal competitive bid for purchases under \$50,000.

For more details, please read the the Competitive Bid Process and Pricing Thresholds (Section XI) of the [revised procurement SPG](#) and the [Federal Uniform Guidance](#) (UG), which governs purchases made with federal funds and has established \$10,000 as the micro-purchase threshold. Purchases above \$10,000 fall under the UG's "small purchase rules."



Best practices for purchases under \$50,000

- 1 Leave the "buyer" field blank unless working directly with a buyer on a purchase.
- 2 Provide supporting documentation and evidence of any due diligence already completed:
 - a. Quotes from other suppliers
 - b. Screenshots of web searches
 - c. Invoices/similar purchase history
 - d. Comparable pricing for other institutions
 - e. Relevant pages out of an awarded grant (should be a combination of the grant application and Notice of Award, not just a grant application)
 - f. Relevant materials displaying sponsor requirements for a specific supplier
- 3 Enter the contract number on the requisition lines (when one is available).



Tips for an expedited experience

- Prior to submitting a requisition—if there is a contract or terms to be reviewed and signed—submit your request to Procurement Services using an [eform](#)
- Always use an existing University-Wide Agreement whenever possible
 - Use the [Procurement Services website](#) to locate suppliers and M-Marketsite to search catalogs for already-contracted goods and services
- Benefits to using University-Wide Agreements:
 - Pre-negotiated contracts that meet competitive bidding requirements
 - Favorable terms—Pricing, warranty, service, support, etc.
 - Ease of use—Expedited ordering and invoicing via shortcode, Esettlement invoices, etc.
 - Risk protection for the individual and the institution

Resources



Sole Source Justification Form

Use [this form](#) to document a non-competitive award request over \$50,000.



Detailed instructions

[Making a purchase between \\$10,000 and less than \\$50,000.](#)



Creating an ePro Requisition

- [Job Aid](#)
- [Video](#)

Questions?

Contact Us: procurement.umich.edu/contact-us/



FINANCE
PROCUREMENT SERVICES
UNIVERSITY OF MICHIGAN