2.3 Soliciting Quotes
Written quotes are helpful, but not explicitly required for purchase requests under $5,000; however, departments are required to purchase items on mandatory North Carolina state term contracts from the contracted vendors even if the cost is below the required competition threshold. If a quote has already been secured for a commodity or service, it should be attached to the 49er Mart requisition to enhance the clarity of the request. Purchasing Agents will be happy to secure written quotes whenever needed by the using department on campus.