Uintah School District Purchasing Flowchart

Check budget for money

Determine cost including shipping

Cost $5,000 or less — **Yes** → Shop for best price and **submit PO to Vendor**

No ↓

Cost $5,001 - $10,000 or less single item or aggregate — **Yes** → Two telephone quotations → Enter PO in Alio, once approved, submit PO to Vendor. Retain Quote sheet and copy of PO for audit. purposes.

No ↓

Cost $10,001 and up to $49,999 single item or aggregate — **Yes** → Two written quotations → **Submit written quotes to Purchasing** and enter PO in Alio. Once Approved, submit PO to Vendor.

No ↓

Cost $50,000 single item or aggregate **STOP** — **Yes** → **Contact Purchasing** Requires formal bid process