Procurement Decision Chart

1. Procurement Needs are Defined
   - Is there an internal supplier?
     - YES: Create Purchase Requisition with internal supplier in MMP
     - NO: Is there an external supplier already under contract?
       - YES: Create Catalog Purchase Requisition in MMP
       - NO: Purchasing Tiers

2. Purchasing Tiers
   - $2,500 to $24,999
     - Solicit a minimum of one (1) written proposal using McGill templates
   - $25,000 to $99,999
     - Solicit a minimum of three (3) written proposals or justify exception using McGill templates
   - Over $100,000
     - Public Tender / Review Mutual Agreement Exceptions
       - Supplier selection / Contract negotiations
       - Contract approval and signature in accordance with University Policy

3. BAVL
   - Local Approval
   - Central Approval

4. Purchase Order is generated and issued to the supplier

This Decision Chart is for informational purposes only.

Contact Procurement Services as soon as the procurement need becomes apparent.