

Purchase Thresholds:

Limit	Documentation Needed	Purchase Method
<25K	does not need sole source or competitive quotes	<10K use PCard >10K Requisition/PO, or request one-time PCard Limit increase (only when just near 10K)
>25K & <100K	needs 3 quotes or sole source	Requisition/PO
>100K	Sealed bid RFP through Purchasing or Sole Source exemption forms	Contact Purchasing to initiate RFP: FNSV-Purchasing@arizona.edu (520) 621-1747

The university maintains a list of “[Contracted Vendors](#)”. Purchases from these vendors does not require competitive selection, but the contract needs to be referenced on the quote.

CAUTION:

- do not split/pyramid purchases to avoid for PCard limits or other purchasing limits

NOTES:

- All purchases require an “AME Purchase Request & Reconciliation Form” prior to purchase
- All purchases require written PI approval (email is acceptable)

Sales/Use Taxes:

The University of Arizona is not an exempt entity for Arizona sales and use tax purpose, so it generally pays sales tax on its purchases. However, Arizona statutes exempt certain purchases from sales tax and the University tries to use these exemptions when available. Determination of exemption is made on a purchase-by-purchase basis for the following types of purchases:

- Research Machinery and Equipment
- Research Chemicals
- Education/Lab Equipment is **not** tax-exempt

See Financial Services [site](#) for additional information

PROCESSING/REQUEST INSTRUCTIONS

Fill out a Purchase Request & Reconciliation Form and mark the purchase as tax exempt.

- If you’re using a [PCard](#) for the purchase, fill out a Tax Exemption Certificate and send it to the vendor. Be sure the vendor does not add tax to the total before running the charge.
- If the Business Office is submitting a [Purchase Order](#) request, let them know that the purchase will be tax exempt.

EQUIPMENT ACQUISITIONS DEFINITION:

Capital equipment means an item of non-expendable, tangible, personal property which has an aggregate acquisition cost or fair market value of \$5,000 or more, is free standing, movable, is complete in itself, does not lose its identity when affixed to or installed in other property and has a useful life greater than one year.

Equipment >5K is issued and A-Tag if UA owned, or an S-Tag if sponsor owned

Equipment may be fabricated: if you plan to fabricate a system from components, note this with the first purchase and an Asset Tag will be issued. Reference this Tag# on future purchases for fabrications.