



Quotes for Purchases \$10,000 or more

- Informal Quotes are from \$10,000 up to \$49,999
 - The site can obtain three quotes or can reach out to Purchasing for help. If they attach all three to the PR, the assigned Buyer will review, log and approve the PR accordingly. Site users can email the quotes to Purchasing for assessment prior to entering if that is easier.
- Formal Quotes are \$50,000 up to \$99,999
 - Purchasing will facilitate this process. Contact them in advance. (775-850-8025)
 - Requires CFO approval for award.
- Bids are at \$100,000 and above
 - Purchasing will facilitate this process. Contact them in advance. (775-850-8025)
 - Requires Board approval for award.