**How to Buy Goods and Purchased Services for International Activities**

October 2013

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| **Solicitation Process** | **Process for Purchases Made in US for Use at Foreign Site or  Purchased at Foreign Site** | **Who Has Signing Authority** | **How to Pay for the Purchase** | **Maximum Purchase Level**1 | |
| **Goods and Purchased Services** | **Information Technology** |
| Direct Buy | No quotes or bids are required.    Departments may place orders with suppliers of choice within the direct buy limits without prior approval of UW Purchasing Services.  Some exceptions apply about what can be purchased.2 | Department or foreign-based UW employee | Bank card:  ProCard  Personal credit card  Cash  UW Check  Wire Transfer  (from UW AP) | Up to $10,000  USD | Up to $10,000  USD |
| Informal Competition | Two-step Process:  1. Dept or foreign-based UW employee gets quotes (minimum of 3 is preferred, if possible). Quotes are forwarded to UW Purchasing Services.  2. UW Purchasing buyer, in consultation with the dept and/or foreign-based UW employee, will select a vendor and execute the needed documents. | UW International Contracts Specialist, UW Purchasing | UW Check  Wire Transfer  (from UW AP) | $10,000 – up to $100,000 USD | $10,000 – up to $100,000 USD |
| Formal Competition | Three-step Process:  1. Dept or foreign-based UW employee creates scope of work.  2. UW Purchasing advertises the competition.  3. UW Purchasing coordinates evaluation team will select the winning bid.3 | UW International Contracts Specialist, UW Purchasing | UW Check  Wire Transfer  (from UW AP) | $100,000 USD and up | $100,000 USD and up |

1For purchases made in a foreign country, convert the local currency to USD at the time of purchase to determine the maximum purchase level

2See list of exceptions at UW Purchasing Services website

3Note, cost is not the only factor in selecting a supplier. Other factors can be considered.