

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

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 <sup>1</sup>	
				Goods and Purchased Services	Information Technology
<b>Direct Buy</b>	<ul style="list-style-type: none"> <li>No quotes or bids are required.</li> <li>Departments may place orders with suppliers of choice within the direct buy limits without prior approval of UW Purchasing Services.</li> <li>Some exceptions apply about what can be purchased.<sup>2</sup></li> </ul>	Department or foreign-based UW employee	ProCard or Personal credit card Cash UW Check Wire Transfer (from UW AP)	Up to \$10,000 USD	Up to \$10,000 USD
<b>Informal Competition</b>	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
<b>Formal Competition</b>	Three-step Process: 1. Department 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. <sup>3</sup>	UW International Contracts Specialist, UW Purchasing	UW Check Wire Transfer (from UW AP)	\$100,000 USD and up	\$100,000 USD and up

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

<sup>2</sup>See list of exceptions at UW Purchasing Services website

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