

## Checklist for 'Purchase of Goods and Services' Non P-Card - \$5,000 to \$25,000

1. Is the value of the purchase between \$5,000 and \$25,000?  
YES - Go to 2.  
NO - If < \$ 5,000 before taxes use P-Card.  
NO - If > \$25,000 before taxes **contact Procurement Services. Contact information can be found at: <http://www.procurement.utoronto.ca/about/ContactPage.cfm>.**
2. The details of the pending purchase should be documented as a 'Purchase Request' and approved by the designated signing authority of the fund(s) that will be used to pay for the purchase.
3. If this is a purchase of 'Goods', a 'Purchase Order' should be raised in FIS after obtaining two quotations.
4. If this is a purchase of 'Services', a documented 'Contract/Agreement' should be completed **with reference to the "Contract Checklist"** (<http://www.governingcouncil.utoronto.ca/Assets/Policies/PDF/Contract+Review+Checklist.pdf>) and reviewed and approved by the Department Head.
5. For purchases of "Goods" the vendor/supplier 'Invoice' is input into FIS for payment after approval from the designated signing authority of the fund(s) used to pay for the purchase.
6. For purchases of "Services" the provider 'Invoice' is input into FIS for payment after being approved by the designated signing authority of the fund(s) used to pay for the purchase and after comparison with the 'Contract/Agreement' for consistency and accuracy.