Small Order Procurement Process

1. Organization needs to make a purchase.

2. Is the anticipated amount less than $20,000?
   - Yes: A PR is not required. Check for a possible CMBE or CWBE on the AEDC website, then execute a small order with any contractor by either:
     - Purchasing online or at a retail location with a P-Card.
     - Purchasing with a PO sent to the vendor.
   - No: Is the anticipated amount less than $40,000?

3. Is the anticipated amount less than $40,000?
   - Yes: Is there a CMBE or CWBE on the AEDC website who can supply the commodity or service?
     - Yes: Create a PR and execute a small order with the CMBE or CWBE by:
     - No: This purchase cannot be made using the small order method. Move forward with this procurement by:
       - Creating a PR to initiate a formal bidding process (CB, IFB, RFP)
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     - Creating a PR to initiate a formal bidding process (CB, IFB, RFP)