




Purchasing Made Easy
July 1, 2026 – June 30, 2027

<p align="center">Dollar Amounts not exceeding \$4,260.00</p>	<p align="center">The Department Head/Elected Official has approval authority for fair and reasonable prices.</p>
<p align="center">\$ 4,260.01 – \$ 15,695.00</p>	<p align="center">Requires Solicitation of <u>3 written quotes</u> with the award being made to the lowest responsive and responsible bidder (Unless the vendor has a SC State contract)</p>
<p align="center">\$ 15,695.01 - \$ 23,318.00</p>	<p align="center">Requires the Solicitation of <u>3 written quotes</u> using the “<u>Quotes Form</u>” with the award being made to the qualified lowest responsive and responsible bidder (Unless the vendor has a SC State contract)</p>
<p align="center">\$ 23,318.01 - </p>	<p align="center">Must be Formally Bid and advertised in SCBO with the award being made to the qualified, lowest responsive, and a responsible bidder (Unless the vendor has a SC State contract)</p>

NOTE: If the vendor declines the opportunity to submit a quote, the decline should be made on vendor letterhead or stated on the Quotes Form.

***Sole Source Procurement:** Only **one vendor** possesses the unique and singularly available capability to meet the solicitation requirement, such as technical qualifications, ability to deliver at a particular time, or services from a public utility.

***Emergency Procurement:** A purchase made to alleviate a situation in which there is a threat to health, welfare, or safety under certain conditions defined as an emergency by the jurisdiction, that does not allow time for standard, competitive purchasing procedures.