

**VILLAGE OF RANTOUL
PURCHASING GUIDELINES**

JULY, 2015

Amount of Purchase	Method of Selection Type/Number of Quotations Required	Minimum Documents Required/Suggested	Minimum Approval/Order
0-\$1,500	Verbal Quotes preferred Periodically rotate requirements among eligible vendors	FPO (up to \$500.00) Requisition, PO	Department Head Approval
\$1,501-\$5,000	At least two Verbal quotes required. Must be listed on requisition	Requisition, PO	Department Head and Administrator Approval over \$5,000
\$5,001 – \$15,000	Three written quotes required. Must be listed on requisition.	Requisition, PO Written quotes should be obtained and retained in the Department's files	Department Head and Administrator Approval over \$5,000
\$15,001-\$25,000	Must post bids on Web site unless bidding is waived by Administrator. If bidding is waived by Administrator, must have three written quotes unless sole source provider.	Bid Documents or written quotes, Requisition, PO - Written quotes should be forwarded to Comptroller's Office with copies retained in the Department's files. Contract/Purchase Order required upon acceptance of bid.	Department Head and Administrator Approval over \$5,000
\$25,001 and over/ \$30,000 for Enterprise Funds/\$40,000 for Airport Fuel	Must advertise for bids unless bidding waived by Village Board. If bidding is waived by Village Board, must have three written quotes unless sole source provider.	Contract/Purchase Order required upon acceptance of Bid	Department Head Approval, Administrator Approval, and Village Board Approval