

Non-Contract Vendor

Resources:

- [FINET training modules](#) (i.e. how to apply for a vendor number)
- Section [07-00.00 Purchasing Overview](#)
- Section 07-09.00 Forms and Instructions or Section 16 Forms, [16-07 Purchasing Forms](#)
- For forms such as the “[Phone Quotation sheet](#)”
- Section [08-00.00 Accounts Payable](#)

Policy:

1. After verifying that a desired item or service is not available from a State agency or from a contract vendor, purchasers should determine the availability of that item or service from a local, instate vendor before considering out-of-state sources.
2. The guidelines and required approvals outlined in Section 07-00.00 Purchasing Overview apply to these purchases.
3. If the selected vendor does not have a state vendor number, then an application for vendor number should be submitted by the court district to the State Division of Finance and a vendor number issued by the State Division of Finance before a purchase can be made.
4. If you are having trouble obtaining the necessary documentation for vendor number creation, please contact the AOC Finance Department.
5. EXCEPTION to Item 3 above: The only payables that should have a temporary vendor number are juror and witness payables. With authorization from AOC Finance, you may use a temporary vendor number (000000) if you cannot obtain the necessary information to create a new vendor number.

Procedures:

Responsible Action
Purchaser

For purchase of \$1000 or less:

1. Optionally, issue a Local Purchase Order number to the selected vendor.
2. Submit the invoice and supporting documentation for payment as outlined in Section 08 Accounts Payable.

For purchase of \$1001 to \$5000:

1. Obtain at least two, preferably three, competitive quotes. Quotes may be written or by telephone. If getting quotes by telephone, complete a [Telephone Quotation Worksheet](#). The quotes must be for items and/or services as nearly similar as possible.
2. Optionally, Issue a Local Purchase Order number to the selected vendor.
3. Submit the invoice and supporting documentation for payment.

For purchase of \$5001 or more:

1. Purchaser must submit a [written request/requisition](#) with detailed specifications to AOC Purchasing to conduct the procurement. List any specific vendors to be included on the solicitation.
2. Work with AOC Purchasing to develop the solicitation. This may be an Invitation to Bid or a Request for Proposal depending on which is appropriate for your needs.

AOC Purchasing

1. Conduct solicitation.
2. Approve award.
3. Issue Purchase Order or Contract as specified in solicitation.
 - a. If Purchase Order, have invoice approved for payment by the purchaser and issue a PRC in FINET for payment.
 - b. If Contract, get signatures and return a fully executed contract to purchaser and vendor.