

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT INFORMAL BID PROCESS

**Definition of Informal Bid:** If an item or service has a total price of **\$10,000 to \$24,999.99**, plus shipping and handling, including items on state contract, an informal bid process must be completed by the department.

**Exceptions:** Membership Dues, Subscriptions and Speakers/Entertainers.

**Orders shall not be split to avoid the competitive bid process. Order/invoice splitting is a violation of state law and university purchasing policies.**

## **Informal Bid Process:**

1. Provide bid specifications to the vendors.
2. The department will obtain a minimum of three written bids/quotes. If the item is on state contract, include a state contract supplier as one of the bidders.
3. The department will complete the Workday Apps **Informal Bid Form**. When inputting the bids, please list in order with the supplier the department wishes to award to – typically the lowest to highest bids that meet specifications.

Refer to [FHSU Training Library](#) for the purchase order forms and payment process:  
[FLOWCHARTS-Procurement to Payment.pdf](#)  
[Purchasing Procedures and Workday Requisitions.pdf](#)

4. Purchasing will send the purchase order and/or contract to the supplier.

Contact the Purchasing Office at 4250 or 4463 with questions.