**Price Reasonableness/Source Selection Workflow Process**

**Cost is within department delegation**

- **Step 1 - Shopper/Req Creator**
  - Create and Submit Requisition in BearBuy with purchase specifications
  - Attach copies of quotes or other documentation, including price reasonableness and source justification

- **Step 2 - Req Approver** (Org node approver)
  - Review and approve requisition

- **Dispatch Purchase Order to supplier**

**Supplier source is identified but cost is not within department delegation or preferred source is not identified**

- **Step 1 - Shopper/Req Creator**
  - Create and Submit Requisition in BearBuy with purchase specifications
  - Offer potential suppliers, if available
  - Attach copies of quotes or other documentation

- **Step 2 - Req Approver** (Org node approver)
  - Review and approve requisition

  - Did dept attach three quotes?
    - Yes
      - **Step 4 -** Review price reasonableness and supplier documentation
        - Documentation complete and valid?
          - Yes
            - See “Bidding” Workflow
          - No
            - See “Basis for Award” Workflow
      - No
        - **Step 5 -** Enter a comment explaining additional information required

  - No
    - **Step 3 -** Identify at least three potential suppliers and solicit quotes

**NOTE:** When a selected vendor is required by an external funding source or by UC policy, create the requisition in BearBuy and enter justification in internal notes section. Enter in capital letters “PRICE REASONABLENESS” and add justification notes. Enter in capital letters “SOURCE SELECTION” and add justification notes.