

Renewal Instructions for Yearly Agreements (Non-Leases)

If a UGA department would like to continue using their current vendor for a non-lease yearly contract for a particular product or service the department should engage the Procurement Office by submitting a UGAmart requisition, so that a purchase order or contract renewal can be issued. Depending upon the yearly value of the purchase, the campus department will include different information when submitting a new requisition in UGAmart. The table below identifies the information Procurement needs in order to take appropriate action on behalf of the campus department.

Yearly Value	Campus Department Will:
Less than \$25,000	<ul style="list-style-type: none"> • Submit a new requisition in UGA mart with a complete description of the item or service to be purchased • Attach a copy of the vendor's quote or documentation of the yearly price. • In the internal notes section of the requisition, please reference the most recent purchase order number used to purchase the good/service on a yearly basis. • For those requisitions between \$10,000 and \$24,999.99 you DO NOT need to provide 3 quotes or a justification for purchasing without competition.
\$25,000 and above (and the original PO/agreement includes available renewal options)	<ul style="list-style-type: none"> • Submit a new requisition in UGAmart with a complete description of the item or service to be purchased • Attach a copy of the vendor's quote or documentation of the yearly price • In the internal notes section of the requisition, please reference the most recent purchase order number used to purchase the good/service on a yearly basis • Attach a completed Contract Assessment Report to the UGAmart requisition as an internal attachment. The report is available at: http://doas.ga.gov/StateLocal/SPD/Seven/Pages/Home.aspx, scroll to Stage 7 and select form SPD- CP019 Contract Assessment Report • It is important to note that the purchasing process will NOT be completed again, so you DO NOT need to submit certain documents such as CESS approval, sole source/sole brand justification, or bid specifications with your UGAmart requisition.

To utilize next fiscal year funds for your new purchase order, the accounting date within UGAmart on your requisition must be July 1 or later. Depending on when you submit your requisition you may need to manually change the accounting date to reflect July 1 or later.