

Procurement Thresholds as of 07/01/09

Includes all of the following:

Standing Purchase Orders

Regular Purchase Orders

Purchase Card Transactions (only under \$1,000)

Check Requests (only under \$1,000)

Goods, Equipment or Non Professional Services	Under \$1,000 No Requisition Required	Purchase Card or Check Request With Any Supplier (please be responsible) Note: Supply Partners are Preferred
Goods, Equipment or Non Professional Services	Between \$5,000 and \$10,000 Requisition Required	Three Verbal Quotes ¹ to be noted on requisition
Goods, Equipment or Non- Professional Services	Between \$10,000 and \$25,000 Requisition Required	Three Written Quotes ² to be forwarded to Procurement (note requisition number on paperwork)
Professional Services (attorney, accountant, consultant etc)	Under \$25,000 Requisition Required	Requisition Required No quotes required
Goods, Equipment, Services, Professional Services or Public Works	Over \$25,001 Requisition Required	Formal Bid Process (Process will begin with approved requisition.)
Supply Partners	Under \$1,000	Purchase Card or Check Request - No Requisition Required
Supply Partners	Over \$1,000.	Requisition Required No quotes required
Sole Source or Single Source ³	Over \$5,000 Requisition Required	Sole Source or Single Source Justification attached to requisition

The above thresholds are required for all Purchases including Standing Orders starting FY 09/10 (07/01/09)

Any Change Order(s) requested (Regular or Standing) that exceed the above stated threshold(s) will not be processed without proper documentation; please refer to the above chart for requirements based on the total dollar amount.

Purchase Card purchases will be audited and those liaisons or departments that utilize their P-Card to circumvent the above process will have their card de-activated per District Purchasing Procedural Updates, June 3, 2008.

All requisitions to be completed in the Banner System

¹ Three verbal quotes from suppliers noted on the requisition.

² Three written quotes from suppliers with requisition number notes forwarded to Procurement.

³ Sole or Single Source Justification