

Procurement Thresholds as of May 1, 2011

Includes all of the following:
 Standing Purchase Orders
 Regular Purchase orders
 Purchase Card Transactions (only under \$1,000.00)
 Check Requests (only under \$1,000.00)

Goods and supplies only	Under \$1,000 No requisition required	Purchase Card –through Purchasing Liaison
Services only	Under \$1,000 No requisition required	Check Request
Goods, supplies, equipment and services	\$1,000 - \$4,999 Requisition required	No verbal or written quotes required. If a written quote has been obtained, however, please forward a copy to Purchasing indicating the Req. number
Goods, supplies, equipment and services	\$5,000 - \$50,000 Requisition required	Three written quotes to be obtained and forwarded to Purchasing indicating the requisition number.
Goods, supplies, equipment and services	\$50,000 or more Requisition required	Formal bid process required: formal bid, request for proposals or request for qualifications
Goods, supplies, equipment and services	5,000 or more Requisition required	<u>IF single or sole source</u>, justification required, forwarded to Purchasing indicating requisition number.

The above thresholds are required for all Purchases, including Standing Orders, starting FY 11/12.

Any Change Order(s) requested (Regular or Standing) that exceeds the above stated thresholds 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.