

# Purchasing Guidelines

## Purchases less than \$10,000

### Grant funded purchases less than \$3,500

- No solicitation (bidding) requirements
- Purchasing methods
  - Purchase Order
  - P-Card up to \$2,500
    - Exception – equipment with serial number \$500 or greater

## Purchases \$10,000 - \$50,000

### Grant funded purchases \$3,500-\$50,000

- Solicitation requirements – 3 documented informal quotes
  - Purchasing office can help with this requirement
  - Notable exceptions
    - Professional Services
    - Instructional material and services
    - Standardization
    - Required compatibility to existing system
    - Cooperatively bid by another authorized institution
    - Insurance related
    - Perishable
    - Product is for resale
    - Sole source
    - Surplus equipment
    - Advertising
    - Conferences, travel, speakers and registrations
    - Software and software subscriptions
    - Utilities
    - Emergency purchases
- Purchasing method – Purchase order only

## Purchases greater than \$50,000

- Contact the Purchasing office

## Approval requirements

- School/Department \$25,000 or less
- Division chief up to \$750,000
- Board of Education \$750,000 or greater