

Purchasing Guidelines

Purchases less than \$10,000

- 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

- 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