

# Purchase Order and Contract Approval Requirements for Procurement or Lease of Goods and Services

(Covers procurements not identified in specific provisions for certain goods and services)

Term of Agreement and Aggregate Amount			Contract Review and Approvals required (in addition to Dean, Director, or Vice President) whenever a written contract accompanies the purchase							PeopleSoft PO Approval Workflow			Method of Purchase
Contract Duration	Lower Dollar Threshold	Not to exceed Threshold	Procurement Services	General Counsel	Risk Management	Controller	VP for Finance and Admin	President	Board of Trustees	Procurement Services	Controller	VP for Finance and Admin	Applicable Procedure/Considerations
<b>Goods and Services other than consulting or professional services</b>													
≤ 3 Years	\$0	\$2,499	X	* X	* X								PurCard
≤ 3 Years	\$2,500	\$24,999	X	* X	* X					X			Purchase Requisition
≤ 3 Years	\$25,000	\$49,999	X	* X	* X					X			Quotation Evaluation Form or Sole Source Justification Form with Requisition.
≤ 3 Years	\$50,000	\$249,999	X	* X	* X	X					X		Request for Proposal (RFP) or Sole Source Justification Form with Requisition.
≤ 3 Years	\$250,000	\$499,999	X	X	X	X	X				X	X	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.
≤ 3 Years	\$500,000	\$999,999	X	X	X	X	X	X			X	X	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.
Any term	\$1,000,000	N/A	X	X	X	X	X	X	X		X	X	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.
>3 years thru ≤ 5 years	\$0	\$249,999	X	X	X	X				<b>See PO Approvals and Method of Purchase above based on dollar thresholds</b>			
>3 years thru ≤ 5 years	\$250,000	\$499,999	X	X	X	X	X						
>3 years thru ≤ 5 years	\$500,000	\$999,999	X	X	X	X	X	X					
>5 years	\$0	Any Amount	X	X	X	X	X	X	X				
<b>Consulting and Professional Services</b>													
Any term	\$0	\$249,999	See requirements above based on dollar thresholds										
Any term	\$250,000	Any Amount	X	X	X	X	X	X	X	X	X	X	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.

\* X - If contract contains provisions or language beyond the delegation authority of Procurement Services