

Purchasing Thresholds, Requirements, and Approvals 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			Method of Purchase	Contract Review and Approvals required whenever a written contract accompanies the purchase							PeopleSoft PO Approval Workflow		
Contract Duration	Lower Dollar Threshold	Not to exceed Threshold	Applicable Procedure/Considerations	Purchasing Services	General Counsel	Risk Management	Controller	VP Finance & Admin	President	Board of Trustees	Purchasing Services	Controller	VP Finance & Admin
Goods and Services other than consulting or professional services													
≤ 5 Years	\$0	\$2,500	PurCard	X	*X	*X							
≤ 5 Years	\$2,501	\$25,000	Purchase Requisition	X	*X	*X					X		
≤ 5 Years	\$25,001	\$50,000	Quotation Evaluation Form, or Sole Source Justification Form with Requisition	X	*X	*X					X		
≤ 5 Years	\$50,001	\$100,000	Quotation Evaluation Form, or Sole Source Justification Form with Requisition	X	*X	*X	X				X	X	
≤ 5 Years	\$100,001	\$250,000	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.	X	*X	*X	X				X	X	
≤ 5 Years	\$250,001	\$500,000	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.	X	X	*X	X	X			X	X	X
≤ 5 Years	\$500,001	\$1,000,000	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.	X	X	*X	X	X	X		X	X	X
Any term	\$1,000,001	N/A	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.	X	X	*X	X	X	X	X	X	X	X
>5 years	\$0	Any Amount	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.	X	X	X	X	X	X	X	X	X	X
Consulting and Professional Services													
Any term	\$0	\$250,000	See requirements above based on dollar thresholds										
Any term	\$250,001	Any Amount	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.	X	X	X	X	X	X	X	X	X	X

* x - Only if contract contains provisions or language beyond the delegation authority of Purchasing Services

[\(This matrix provides a summary; please refer to Policy itself for specific policy requirements\)](#)