

Approval Levels for the Procurement of Goods, Services, and Service Contracts

Dollar Threshold	Description	P-Card	Purchase Order	Quote Requirement	Approval Level Needed
\$0 - \$1,500	Small Dollar Purchase <i>Office supplies, catering</i> <i>One-time purchases not able to be put on a blanket PO</i> <i>Furniture is not permitted on a P-Card and must be put on a PO</i>	Yes	Not required unless it can be part of a blanket PO with a contracted vendor	Not required	None
\$1,501 - \$10,000	Large Dollar / Capital Equipment Purchase <i>Small equipment, volume purchase of lower cost items</i> <i>Major equipment or software over \$5,000 with a useful life of over 2 years</i>	No	Required; electronic requisition must be submitted to Procurement with appropriate level of approval	One quote is recommended	Department Head (Department Director, Department Chair, Program Manager, or AVP)
\$10,001 and over	Capital Equipment Purchase <i>Major equipment or software with a useful life of over 2 years</i> <i>Vehicles</i> <i>Renovations and construction projects</i>	No	Required; electronic requisition must be submitted to Procurement with quote and appropriate level of approval	One quote is required; two or more quotes are recommended. Three quotes required for purchases over \$50,000.	Vice President
Grants & Sponsored Programs					
Less than \$10,000	Micro-Purchase	Yes, but only for purchases under \$1,500 per transaction	Required	One quote required	Department Head & Director of Sponsored Programs
\$10,001 - \$249,999	Small Purchase	No	Required	Two quotes required	Vice President & Director of Sponsored Programs
Over \$250,000	RFP	No	Required	Three quotes required; competitive bidding required	Vice President & Director of Sponsored Programs

*Endowed income / restricted gifts require approval from the Assistant Dean for Academic Finance and Resources