

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 -One-time purchases not able to be put on a blanket PO -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 -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)
\$10,001 - \$50,000	Large Dollar / Capital Equipment Purchase <i>-Small equipment, volume purchase of lower cost items -Major equipment or software with a useful life of over 2 years</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.	Associate Vice President
\$50,001 and over <u>OR</u> \$10,001 if no AVP	Large Dollar / Capital Equipment Purchase <i>-Small equipment, volume purchase of lower cost items -Major equipment or software with a useful life of over 2 years</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

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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