

Proposed University Procurement Requirement

\$ Level	Responsible Party	Non-Sponsored Funding Requirements	Sponsored Funding Requirements
\$0 - \$9,999	Department or Purchasing Services	Bidding from qualified sources is recommended but not required if the price is considered reasonable.	Bidding from qualified sources is recommended but not required if the price is considered reasonable.
\$10,000 - \$24,999	Department or Purchasing Services	Bidding from an adequate number (2 or more) of qualified sources. Department bids are subject to Purchasing review.	Bidding from an adequate number (2 or more) of qualified sources. Department bids are subject to Purchasing review.
\$25,000 and above	Purchasing Services	Bidding from an adequate number (2 or more) of qualified sources is required.	Bidding from an adequate number (2 or more) of qualified sources is required.
\$150,000 and above	Purchasing Services	Bidding from an adequate number (2 or more) of qualified sources, with additional cost analysis, is required.	A public, sealed, and advertised solicitation from an adequate number (2 or more) of qualified sources is required.
\$10,000 and above	Procurement of Non-Competitive Proposals	Documentation of non-competition, emergency purchases, agency authorized items, or when competitive solicitations are deemed inadequate.	Documentation of non-competition, emergency purchases, agency authorized items, or when competitive solicitations are deemed inadequate.