General

This policy outlines the requirements for competitive bidding and the approval structure for Requisitions and Purchase Orders. For explanation purposes, procurement card limits are also summarized, but users should refer to the policies covering procurement cards for specific guidelines.

Policy

1. Procurement cards will have a per transaction limit of $1,000. Procurement card spend per card will have an aggregate monthly limit of $7,500. For specific reviews and controls refer to policy PUR225 for procurement cards.

2. Requisitions and successive purchase orders will be subject to the approval policy outlined below for the purchase of materials, commodities, supplies, equipment or services per the estimated or actual dollar values:

<table>
<thead>
<tr>
<th>Range</th>
<th>Approval Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1-$1,000</td>
<td>Purchases in this range are subject to Purchasing Agent review and competitive bidding. However, if a product or supplier has been determined reasonable, technically sound and advantageous by previous surveys of the market, the competitive bid may be waived.</td>
</tr>
<tr>
<td>$1,001-$7,500</td>
<td>Purchases in this range are subject to Purchasing Agent review and competitive bidding. However, if a product or supplier has been determined reasonable, technically sound and advantageous by previous surveys of the market, the competitive bid may be waived.</td>
</tr>
<tr>
<td>$7,501-$15,000</td>
<td>Competitive quotations are strongly desired. Decisions not to competitively bid will be justified by the Purchasing Agent and may require a sole source justification form from the requesting department. Purchases in this range will be subject to approval from the Director of Purchasing or the Director's designee.</td>
</tr>
</tbody>
</table>
Over $15,000

Competitive quotations are required by
Resolution of the Board of Trustees when
practical. If this option is neither feasible nor
possible the explanation of the circumstance and
completion of the sole source justification form
may be required with the requisition as a
supporting document. Purchases in this range
will be subject to approval from the Director of
Purchasing or the Director's designee and the
Finance Office.

3. Services means the furnishing of labor, time or effort by a person, not involving the delivery
of specific supplies other than printed documents or other items that are merely incidental to
the required performance. The procurement of services may be waived upon approval for the
purchase of services as a single source award when it is estimated that the purchase will
require an expenditure of more than $15,000 up to $25,000 with the prior approval of the
Vice President of Business Affairs and Treasurer or the Associate Vice President, Finance
and Treasurer.

4. Depending on the type of purchase (i.e. grant, computer purchase, etc.) other policies and
approvals may take precedence over or be in addition to this policy.

5. Purchases for the construction or repair work of buildings and structures shall be governed by
the Public Works Process

Responsibility:
Department Heads
Purchasing Services
Finance Office

Other Departments Affected:
All BSU departments