

Purchasing Thresholds

- \$0 - \$1,000: Use PCARD for office supplies, memberships/dues, travel
Note: request for temporary increase
- Under \$5,000: Use Requisition, provide at least one quote.
- \$5,000 – \$10,000: Use Requisition provide 3 price quotes.
- \$10,000+: Contact Procurement Services, before obtaining multiple quotes.
- Purchases over \$40,000: Required to issue formal solicitations.

****LIST QUOTE NUMBER AND CONTRACT NUMBER ON PURCHASE REQUISITION****