

Purchasing Rules by Dollar Amount

PO Dollar Amount	PO Type	PO Review Process	Approval Process
\$0 - \$9,999***	Non-Catalog Non-Contract Confirming Order	Auto Source, CO review	Auto Source/ Contract Officer
\$0 - \$24,999	Catalog Purchases	Catalog prices already in place	Auto Source
\$10,000 - \$24,999***	PO's using federal funds	CO to use checklist. Required forms and certifications must be added. If bids are required, 3 quotes by either CO or requestor	Contract Officer
\$10,000 - \$24,999***	PO's not using federal funds	CO to use checklist. CO review and discretion. If bids required, 3 quotes are needed by either CO or requestor.	Contract Officer
> \$24,999	All requisitions \$25,000 and over will be processed by purchasing.	CO to use checklist. CO review. If bids required, formal bidding is required.	Contract Officer

*** Does not exempt user from using Mandatory State Contracts
Note: Split orders are prohibited

