

PURCHASING GOODS

Funding Sources		Procurement Process	Solicitation Process	Approval Level
Federal	State/Local			
\$0 - \$4,999.99	\$0 - \$5,000.00	P-card/Voucher	None	Department
\$5,000 - \$9,999.99	\$5,000 - \$14,999.99	Requisition	None	Department
\$10,000 - \$249,999.99	\$15,000 - \$24,999.99	Requisition	Informal; 2 must be HUB.	Department
\$250,000	>\$25,000.00	Requisition	Formal; 2 must be HUB.	Department
>\$1 Million	>\$1 Million	BOR Approval	UHS manages	BOR Approval