PLEASE CHECK WITH PROCUREMENT FOR DETAILS ON USING EACH FUND					
	State Funds		<u>Local Funds</u>		<b>Sponsored Program Funds</b>
	Ledger 1		Ledgers 2-4		Ledger 5
Target	WorkQuest		On-campus vendor		Follow OMB Circular A-110
Vendor					and UH Procurement
					guidelines
\$0-\$5,000	Requsition, voucher, P-Card	\$0-\$5,000	Requsition, voucher, P-Card	\$0-\$3,000	Submits requisition, use
				Federal	voucher, or P-Card
	Bidding not required by		Bidding not required by	<u>&gt;</u> \$3000	Circular A-81 requires that
	Procurement		Procurement	Federal	purchases using federal funds
					must be bid.
	Department recommends		Department recommends	\$0-\$5,000	Submits requisition, use
	vendor. Submit requisition.		vendor. Submit requisition.	Non-	voucher, or P-Card
\$5,001- \$15,000		\$5,001- \$15,000		Federal	
	Bidding not required by		Bidding not required by	\$5,001-	Department recommends
	Procurement		Procurement		vendor. Submits requisition.
				Non-	·
				Federal	
					Bidding not required by
					Procurement
\$15,001-	Department recommends	\$15,001-	Department recommends	\$15,001-	Department recommends
\$25,000	vendor.	\$25,000	vendor	\$25,000	vendor
	Procurement solicits 3		Procurement solicits 3	Non-	Procurement solicits 3
	informal bids, 2 HUBs		informal bids, 2 HUBs	Federal	informal bids, 2 HUBs
				>\$25,000	Department recommends
					vendor.
>\$25,000	Department recommends	>\$25,000	Department recommends	Non-	Procurement solicits 3 formal
	vendor.		vendor.	Federal	bids, 2 HUBs. Posts to
	Procurement solicits 3 formal		Procurement solicits 3 formal		Electronic Business Daily for
					14 days.
	bids, 2 HUBs. Posts to		bids, 2 HUBs. Posts to		
	Electronic Business Daily for 14 days.		Electronic Business Daily for 14 days.		
	uays.		uays.		