



## PURCHASING LIMITS TO KEEP IN MIND

	Total Dollar Amount	Process – for goods and services
<b>Discretionary Purchase</b>	\$0-\$5,000	Check price agreements first May use vendor of choice Maintain invoices, receipts, etc. Payment via PCard (within limit), Pay Direct or Invoice <u>FOR SERVICES</u> : submit a Purchase Requisition to generate a Payment Authorization for Services (PA).
<b>Purchase Order Required</b>	\$5,000 and higher	Check price agreements first May use vendor of choice up to \$50,000 Submit a Purchase Requisition (PR) to generate a Purchase Order PO must be in place before starting work or placing an order.
<b>Solicitation Required</b>	\$50,000 and higher	Contact Purchasing to determine the best type of solicitation for the need. After award, determine if a contract is needed. Submit a Purchase Requisition (PR) to generate a Purchase Order