## Purchasing Levels

<table>
<thead>
<tr>
<th>Purchase Amount</th>
<th>Type</th>
<th>Documentation</th>
<th>Quote/Bid Requirement</th>
<th>Contract Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $999.99</td>
<td>Materials, Construction, &amp; Service Off</td>
<td>Vendor Quote Form</td>
<td>At least one fair and reasonable quote.</td>
<td>None Required</td>
</tr>
<tr>
<td>$0 - $999.99</td>
<td>Materials, Construction, &amp; Service On</td>
<td>Vendor Quote Form, Service ON only - Crew Terms &amp; Conditions Form</td>
<td>At least one fair and reasonable quote.</td>
<td>None Required</td>
</tr>
<tr>
<td>$1,000 - $9,999.99</td>
<td>Materials, Construction, &amp; Service Off</td>
<td>Vendor Quote Form</td>
<td>At least one fair and reasonable quote.</td>
<td>None Required</td>
</tr>
<tr>
<td>$10,000 - $49,999.99</td>
<td>Materials, Construction, &amp; Service Off</td>
<td><strong>Buyer to complete Informal Quote process. Please use Informal Quote Form on Facilities Webpage/Form/Purchasing. Alternate Procurement form required if competition is not used.</strong></td>
<td>3 Informal quotes or Post on SPO Online with appropriate State Bidders List. May send to additional vendors.</td>
<td>None Required</td>
</tr>
<tr>
<td>$50,000 - $99,999.99</td>
<td>Materials, Construction, &amp; Services On</td>
<td>Alternate Procurement form required if competition is not used or SPO Online not used.</td>
<td>Solicit Informal Bid or proposals using SPO Online with appropriate state Bidders List. May send to additional vendors.</td>
<td>Contract (Purchasing Office)</td>
</tr>
<tr>
<td>$100,000 +</td>
<td>ALL</td>
<td>Alternate Procurement form required if, competition is not used or SPO Online not used.</td>
<td>Formal Bid Process or Post on SPO Online with appropriate Bidder List. May send to additional vendors.</td>
<td>Contract (Purchasing Office)</td>
</tr>
</tbody>
</table>

**NOTE:** Quote(s) and Crew Terms & Condition Forms are to be provided in an email to und.facilities.purchasing@und.edu. After supervisor approves PREQ all documentation must be sent to buyer before a PO will be generated.

**Resources you can use without competition or completing an Alternate Procurement Form:** (source used must be listed on PRQ description)
- State Contracts established by OMB
- Government Sources of Supply – Surplus Property division, Roughrider Industries, Informal Technology Department (ITD), Core Technology Services (CTS), Correctional Institutions, 1033 Program, 1122 Program
- Approved Cooperative Purchasing Agreements – Higher Education cooperative agreements or OMB cooperative agreements listed as state contracts

**Contract or Service Agreement Signature Authorizations:** (Please ask if you are not sure before signing anything)
- **Service Agreements under $100,000** - VP for Finance & Operations or Associate VP of Facilities
- **Software Purchases over $5,000** - an agreement between licensor and UND for the right to use software – CIO, Vice Provost or Chief Strategy Officer
- **Maintenance Agreements under $5,000** - agreement between and another party to keep buildings and equipment in good conditions by conducting regular inspections or performing repairs when needed – Associate VP for Facilities or VP for Finance & Operations
- **Maintenance Agreements over $5,000** - agreement between and another party to keep buildings and equipment in good conditions by conducting regular inspections or performing repairs when needed – Director of Procurement Services

As of 9/13/2019