From: Larry Jackie Mccalop  
Sent: Monday, July 02, 2012 3:56 PM  
To: Colleen C Blanchard; Fred T Mote, III; Harrice B Moore, Jr.; James Charles Taylor, Jr.; James K Walsh; Jeff William Walker; Larry Jackie Mccalop; Michael E Davidson; Mignon Denise Jackson; Pamela Kaye Smith; Paulester Faye Jefferson; Shannan Rose Hodgman; Stephen Robert Rosner; Thomas David Caudill; Wanda Frazier Taylor; Yvonne Mary Mangiaracina  
Subject: Purchasing No Bid Limits

As you may be aware, effective July 1, 2012 the threshold for which goods and services must be competitively bid goes from $5,000.00 to $25,000.00. The $25,000.00 limit is established by law, however, to ensure departments get the best value for less than $25,000.00 transactions, we encourage departments to informally request pricing from multiple sources if possible. Individual departments may elect to establish more specific guidelines for their less than $25,000.00 transactions.

The change in no-bid limit does not impact the university’s current policies and procedures as it relates to the items below:

1. Signatory Authority: only those individuals shown in the official signatory list may sign on behalf of the university

2. Contracts: contracts regardless of dollar amount must continue to be routed using the contract routing form and routed through the appropriate offices for review and approval. The university’s signatory authority policy still applies.

3. Common Industry Practice Checklist: current policies and procedures still apply

4. Worker Classification Review Questionnaire: current policies and procedures still apply

5. Consultant Payment Authorization Form: current policies and procedures still apply

6. Wire Transfer Requirements: current policies and procedures still apply

7. Assets; any single item of equipment or furniture $3,000.00 or greater will require Purchasing review and approval and will be classified as an asset. These items should be requested via a purchase requisition.

8. Purchase Card: no changes in single transaction limits, current policies and procedures still apply for Pcards

9. Information Technology Procurement Review: except for routing ITPR requests electronically through Panther Mart, all other policies and procedures still apply

Payment Request Form  
Goods and services less than $25,000.00 may be submitted by Payment Request Form except: (1) asset items (single item of furniture or equipment valued at $3,000.00 or more) and (2) those agreements which require a fully executed contract that have been reviewed by requesting department, Purchasing and Legal Affairs, and signed by the appropriate signatory authority.
The libraries may continue to process exempt items as in the past using the payment request form.

Please let me know if there are questions.