

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