

PURCHASING SERVICES

Funding Sources		Procurement Process	Bids	Solicitation	Signature Authority	Requires Legal Review
Federal	State/Local Range					
\$0 - 4,999.99	\$0 - \$5,000.00	Requisition	None	None	VP/President FMC AVP	No, unless revisions
\$5000 - \$9,999.99	\$5,000 - \$14,999.99	Requisition	None	None	VP/President FMC AVP	No, unless revisions
\$10,000 - \$249,999.99	\$15,000 - \$24,999.99	Requisition	Informal; 2 must be HUB	None	VP/President FMC AVP	No, unless revisions
\$250,000.00	\$25,000.00 - \$50,000.00	Requisition	Formal	Formal	VP/President FMC AVP	No, unless revisions
	>\$50,000.00	Requisition	Formal	Formal	VP/President FMC AVP	Yes
	>100,000.00 Construction	Requisition	Formal	Formal	VP/President	Yes
	>\$300,000.00	Requisition	Formal	Formal	Vice Chancellor	Yes
	>\$500,000.00	Requisition	Formal	Formal	Chancellor	Yes
>\$1 Million	>\$1 Million	BOR Approval	UHS manages	UHS manages	BOR	Yes

Procurement | NOA II | 281-283-2150

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