

Purchasing Rules by Dollar Amount

PO Dollar Amount	PO Type	PO Review Process	Approval Process
\$0 - \$24,999***	Non-Catalog Non-Contract Bill Only	Auto Source, CO review	Auto Source/ Contract Officer
\$0 - \$24,999	Catalog Purchases	Catalog prices already in place	Auto Source
> \$24,999	All requisitions \$25,000 and over will be processed by purchasing.	CO to use checklist. CO review. If bids required, formal bidding is required.	Contract Officer
<p>*** Does not exempt user from using Mandatory State Contracts Note: Split orders are prohibited</p>			