

Procurement Rules by Dollar Amount
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



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Dollar Amount

Commodities

If item is on contract, item(s) must be purchased off the existing contract.

< \$2000 Agency Level Decision (Direct pay to AP or purchase with P-card)
Purchase Order required if item is on Contract.

=> \$2000 Purchase Order must be entered in NIS. Must Obtain three (3) bids.

=> \$10,000 Purchase must be informally bid through AS Materiel, State Purchasing
Bureau

=> \$25,000 Purchase must be formally bid through AS Materiel, State Purchasing
Bureau

Fixed Asset > \$1,500 Purchase Order must be entered in the system

Exceptions Please refer to Direct Purchase Authority letter on AS Materiel Division -
State Purchasing Bureau website

Dollar Amount

Services

All service contracts must be entered in the system regardless of dollar amount.

< \$50,000 Agency Level Decision (3 documented bids highly recommended)

=> \$50,000 and Deviation All Sole Source Services procurements in excess of \$50,000 must be
reviewed by the Materiel Division.

(Sole Source/Restrictive) Agencies must use the Deviation from Contractual Services process.
(Emergency services must be reported within 3 days.)

=> \$50,000 Procurements greater than \$50,000 must be bid in the manner
prescribed in the AS Materiel Division