

Procurement Rules by Dollar Amount

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 NIS
Exceptions	Please refer to Direct Purchase Authority letter on State Purchasing Bureau website
Dollar Amount	Services
All service contracts must be entered in NIS regardless of dollar amount.	
< \$50,000	Agency Level Decision (3 documented bids highly recommended)
=> \$50,000 and Deviation (Sole Source/Restrictive)	All Sole Source Services procurements in excess of \$50,000 must be reviewed by the Materiel Division. 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 Procurement Manual