

Purchases Exceeding \$10,000

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- All purchases exceeding \$10,000 must be purchased by Purchase Order and through the University's Purchasing Department. These purchases require a competitive solicitation process that will be administered by the University's Purchasing Department.
- Sole Source procurements are permissible only when there is a single supplier that meets the requirement(s) of the procurement. Requests for sole source procurements must document the justification and approval by the Director of Purchasing and the Director of Business Affairs prior to any commitment being made.
- Purchase Order invoices received by Accounts Payable must contain a valid PO number and invoice number for processing. Invoices received by the departments should be forwarded immediately to Accounts Payable to avoid delays in processing. If an invoice is received without a valid PO number and valid invoice number, it will be returned to sender for correction before being processed for payment. Suppliers who continue to submit invoices without valid purchase order numbers or invoice numbers will be reported to the Purchasing department for further action. Actions could potentially involve suspension or termination of relationship with the supplier.
- Note: Supplier invoices associated with a purchase order for the procurement of an asset will be accepted by Accounts Payable and processed against the terms, conditions and wording of the University Purchase Order. If the invoice cannot be successfully associated to a purchase order, a copy of the invoice will be returned to sender for correction requesting the PO number in order for the payment to be processed.