Procurement Approval Guidance Sheet



Approvals to be Completed

Procurement Method	Enter a Requsition	Quote(s) or Proposal(s)	Departmental Approval	Justifcation Form	DoIT Approval	OGC Approval	Proc. Officer Determination	Required BPW Approval	Required USM Approval	Board of Regents Approval
Small Purchases (Up to $25K)	✓	✓	✓		✓	✓	✓			
Simplified ($25K to $200K)	✓	✓	✓		✓	✓	✓			
Request for Bid (RFB) (Over $200K)	✓	✓	✓		✓	✓	✓	✓	✓	✓
Request for Proposal (RFP) (Over $200K)	✓	✓	✓				✓	✓	✓	✓
Request for Qualifications (RFQ)	✓	✓	✓				✓			
Sole Source	✓	✓	✓	✓			✓	✓	✓	
Emergency	✓	✓	✓	✓			✓	✓		
Cooperative	✓	✓	✓				✓	✓		

Legend

- ✓ Required step
- ✓ Applicable only if software
- ✓ Applicable only if subject to terms and conditions
- ✓ Required if over $1M or paid by Bond Funds
- ✓ USM approval will be requrired based on the contract amount
- ✓ Required if over $5M