



## Dollar Thresholds and Quotation Requirements

### Dollar Thresholds:

\*Refer to the How to Buy at USI Guide

- All orders \$500 and over must use BuyUSI.  
This includes the following:
  - **Catalog Vendors**
  - **Office Supplies**
  - **IT equipment/supplies/Software**
  - **Scientific Equipment**
  - **Medical equipment/supplies**
  - **Construction**
  - **Furniture**
  - **Printing**

The following exceptions apply:

*Use P-Card with **NO** \$\$ limit for the following:*

- **Memberships/Subscriptions/dues**
  - **Academic Testing**
  - **Academic Accreditation Fees**
  - **Applications**
  - **Non-Travel Dining/Restaurant**
  - **Gift Cards**
  - **Advertising**
- 
- If the order is \$499.99 or less and the supplier is not a catalog vendor or cannot be ordered from a catalog vendor, then a department credit card may be used
  - If the supplier doesn't accept a credit card, then the order should be entered in BuyUSI:
    - The department will enter a requisition in BuyUSI and Procurement will process the requisition similar to any other PO. These mainly are for one-time purchases that are over \$500.

## Quotation Requirements:

### A. Catalog Orders:

- Less than \$24,999.99:
  - Quote is not required
- \$25,000 or higher:
  - Requires three quotes or a [sole source / single source form](#)

### B. Non-Catalog Orders:

- Less than \$10,000:
  - Requires one quote
- \$10,000 or higher:
  - Requires three quotes or a [sole source / single source form](#)

### C. Federally Funded Orders over \$10,000:

- Requires three quotes

### D. Renovation/Construction Orders (Effective July 1, 2021):

- \$49,999.99 and under:
  - Requires one quote
- \$50,000 and over:
  - Requires three quotes or a [sole source / single source form](#)

**\*NOTE:** Please reference the [How to Buy at USI Commodity Guide](#) on Procurement's website. It will help you determine the correct payment method for orders over \$500. If you are still unsure, then please contact [Procurement](#).