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 $10,000:
     - quote is not required.
   - $10,000 or higher:
     - 3 quotes or sole-source form is required
     - Sole-source form link: www.usi.edu/procurement/forms-library

B. Non-catalog Orders:
   - Less than $10,000:
     - 1 quote is required.
   - $10,000 or higher:
     - 3 quotes or sole-source form is required
     - Sole-source form link: www.usi.edu/procurement/forms-library

*NOTE: Please reference the Commodity Guide on Procurement’s website at www.usi.edu/procurement/forms-library. It will help you determine the correct payment method for orders over $500. If you are still unsure, please contact Procurement.