**Summary of Procurement Limits**

**0 - $4,999**
- Use University contract vendor if available.
- If no University contract available, use University approved cooperative contract.
- If no University or cooperative contract available, use a micro vendor (unless good/service is on the exemption list).
  Only one quote required.*
- If allowable, use PCard. If not, enter requisition in eVA.

**$5,000 - $10,000**
- Enter requisition into eVA.
- Use University contract vendor if available.
- If no University contract available, use University approved cooperative contract.
- If no University or cooperative contract available, use a micro vendor (unless good/service is on the exemption list).
  Only one quote required.*

**$10,000 - $100,000**
- Enter requisition into eVA.
- Use University contract vendor if available.
- If no University contract is available, Procurement Services may initiate a solicitation process and award in accordance with Executive Order 35.

**GREATER THAN $100,000**
- Enter requisition into eVA.
- Procurement Services will issue a formal solicitation.

*Exemptions: Promo, Printing, Skilled Trades
See Procurement Services website for specific guidance.