



3.2.4.2 Orders for Supplies, Materials and Services Less Than \$25,000

Policy Statement

Competitive bidding is not required for supplies, materials, and non-public works purchases under \$25,000. When a purchase involves federal contract dollars, and the total cost of the purchase is \$10,000- \$24,999.99, regardless of the amount of federal contract funds, departments are to obtain three quotes or provide justification for procuring without multiple quotes with their purchase requisition.

Reason for policy

O.C.G.A. 50-5-69 states that for supplies, materials, equipment and non-public works services that can be procured for less than \$25,000 (given the item(s) are not on a mandatory statewide contract or available from any other required source) may be done so in a manner that is without competitive bidding.

Procedures

- 1) Campus end-users create a cart/purchase requisition within UGAmart providing Procurement with an accurate description of the item(s) to purchase. The end-user is responsible for providing specifications of the item(s) so that the Procurement personnel can determine what is being requested for purchase. The end-user also needs to include any particular delivery method that is needed and the quantities to be purchased.
- 2) For purchases between \$10,000 and \$24,999.99 with federal contract funds, the end-user should obtain and attach three quotes or justification for procuring without three quotes (i.e. sole source, item only available from two distributors etc.). Procurement will review the requisition and documentation, obtain any additional forms required by federal requirements, and will release a purchase order once all requirements have been satisfied.
- 3) Within the review, Procurement will ensure that the items requested are not required to be purchased from a mandatory statewide contract or any other required source. However, if the items are required to be purchased utilizing a mandatory statewide contract/other required source, the Procurement Office may submit a waiver to State Purchasing on behalf of the end-user once the end-user has provided substantial justification of benefit to the University.
- 4) Procurement will issue a purchase order to the end-user's recommended vendor for these types of purchases once all necessary reviews have been completed.

Forms/Instructions

[SPD-NI005State-wide contract waiver request form](#) (to be completed by Procurement)

Additional contacts

Procurement Office Staff 706-542-2361

Policy definitions

- 1) Open Market – purchasing method that allows the end-user to identify their choice of vendor/supplier if the total amount of the purchase will be less than \$25,000. If the total amount will be over \$25,000, the Procurement Office will determine the vendor by the process listed in section 2.2.2.2.

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Procurement Officer

Policy Owner: [Procurement](#)

Policy Contact: [Robert Currey](#)

Phone Number: 706-542-2361

Responsibilities:

1) *If a department would like a waiver to be requested, the department shall assist the Procurement Office in providing justification to complete the waiver; however, once Procurement receives sufficient justification, Procurement will be responsible for completing and submitting the waiver to State Purchasing for review.*

2) *Quotes or justification for the lack of quotes should be attached to the internal note or internal attachment portions of UGA mart.*

Record Retention

For all other expenditure types, records may include but are not limited to: purchase requests; purchase orders; supplies, and services; and related documentation and correspondence.

Record Copy: Procurement

Retention: 5 years, BOR [0472-03-001](#)

Related information

[Increased Bid Threshold FAQ Website](#)

[< Invitation to Bid \(Construction/Public Works\)](#) | [Request for Proposal \(RFP\)](#) [>](#)

Policy Dates

Effective Date: 09/05/2018

Date Last Updated: 09/05/2018

Date of Last Review:

Date of Approval:

Previous Version of Policy: 06/17/2016