## PURCHASES OF THE A&M COLLEGES OF THE OSU/A&M SYSTEMS

Amount is \$5,000 or under

Place on P-card or submit an OK Corral requisition. Under \$5,000 Discretionary Spend is authorization Amount is \$5,001 - \$25,000

Cannot be placed on P-card. Requires Dept. to bid or obtain quotes. Submit OK Corral requisition with multiple, identical quotes. Requisition must be to supplier with lowest quote, meeting specs.

Amount is above \$25,000 under \$75,000

MUST be competitively bid by Procurement.
Prepare OK Corral requisition to "Subject to Bid" for value or budgeted amount and submit. Attach Specs, List of Vendors, etc.

Amount is \$75,000 or above

Requires
PRIOR Board
approval.
MUST be
competitively
bid by
Procurement.
Prepare OK
Corral
requisition to
"Subject to Bid"
for amount and
submit.

EXEMPT FROM BOARD APPROVAL

Food
Items for resale
Bulk gasoline, oil, and fuel
Utilities
Sponsored agreements Grants (non-construction)
Refunds
Feed
Group student study & travel
for credit

The purchase may be EXEMPT from the bid requirement or the required multiple quotes if one of the following exempt criteria are met, justified, and approved by The Office of Central Procurement.

Architectural, construction management, engineering, legal, and other Title 18 professional services - BID CODE 4C Sole Source/Sole Brand - BID CODE 3

Special Request to the Board of Regents - BID CODE 4F

Textbooks, Instructional Material, Lab Supplies, and Specialized Lab Equipment, Livestock, poultry, & Crops - BID CODE 4H

Grant acquisitions, when specific make/brands and models are named in the grant - BID CODE 4H

Hotel reservations, transportation, interpreters, group meals, tickets for group study and credit - BID CODE 4H

Merchandise and food for resale - BID CODE 4H

Utility Services regulated by a state or federal commission, municipal ordinance, or tribe - BID CODE 4H

Acquisitions with State, City, or other Government Agencies - BID CODE 46