

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.4
Subject: Dollar Limits for Most Types of Procurements, Synopsis of	

Type of Procurement	Department Sends purchase requisition to Purchasing	Department Prepares purchase requisition Competitively Bids through Purchasing (Unless Sole Source. See Last Column or contract)	Contract Agreement Required	Department Prepares Sole Source/ Sole Acceptable Source/Brand Form. Submit to Purchasing With Written Quote & purchase requisition
---------------------	---	--	-----------------------------	--

Material Purchases					
1	Under \$1,000-Use Procard	No	No	No	No
2	Under \$5,000	Yes	No	No	No
3	Over \$5,000	Yes	Yes	No	Yes

Contract for Professional Services					
1	Under \$50,000	Yes	No	Yes	No
2	Over \$50,000	Yes	Yes	Yes	Yes

Contract for Operational Services					
1	Under \$25,000	Yes	No	Yes	No
2	Over \$25,000	Yes	Yes	Yes	Yes

	Equipment/Software Maintenance				
1	Under \$5,000	Yes	No	Yes	No
2	Over \$5,000	Yes	Yes	Yes	Yes

	Equipment Rental/ Lease/Lease Purchase				
1	Under \$5,000	Yes	No	Yes	No
2	Over \$5,000	Yes	Yes	Yes	Yes

? For complete and accurate details, see the respective section of the Purchasing Manual that deals with the type of procurement that you wish to effect; e.g. Sole Source; State and MHEC Contract; Competitive Bids; Contract for Services; Equipment Maintenance, Labor & Materials etc.

Note: If covered by State, University and MHEC Contracts – No dollar limit. (Use judgment. Bid large quantities through Purchasing, if appropriate.)