

<b>University Of Massachusetts Lowell</b>	
<b>Date: July 01, 2001</b>	<b>Section:3.10</b>
<b>Subject: Consultant Summary Requirements</b>	

Limits	Documentation Required	Approval Level
\$1.00 up to \$50,000	? Purchase Requisition ? State Standard Contract Form	? Department Head or ? Authorized Signatory ? Director of Purchasing or ? Comptroller ? Legal Review
Over \$50,000 Up to \$200,000	? Purchase Requisition ? State Standard Contract Form ? Specifications for Competitive Bidding or ? Sole Source Justification Form or ? Contract Vendor	? Department Head or ? Authorized Signatory ? Director of Purchasing or ? Comptroller ? Chancellor ? Legal Review
Over \$200,000	? Purchase Requisition ? State Standard Form ? Specifications for Competitive Bidding or ? Sole Source Justification Form or ? Contract Vendor	? Department Head or ? Authorized Signatory ? Director of Purchasing or ? Comptroller ? Chancellor ? Legal Review ? President

NOTE: IF SPECIFICATIONS ARE DRAWN UP FOR COMPETITIVE BIDDING, THE PURCHASING DEPARTMENT WILL BE RESPONSIBLE FOR DRAWING UP THE STATE STANDARD CONTRACT FORM ONCE THE AWARD IS MADE.