

<b>University Of Massachusetts Lowell</b>	
<b>Date: July 01, 2001</b>	<b>Section:3.12</b>
<b>Subject: Service Contracts/Operational Summary Requirements</b>	

Limits	Documentation Required	Approval Level
\$1.00 up to \$25,000	? Purchase Requisition ? Contract for Services	? Department Head or Authorized Signatory ? Director of Purchasing
Over \$25,000 Up to \$200,000	? Purchase Requisition ? Contract for Services ? Specifications for Competitive Bidding or ? Sole Source Justification Form ? State Contract Vendor	? Department Head ? Director of Purchasing; or ? Comptroller ? Chancellor ? Legal Review
Over \$200,000	? Purchase Requisition ? Contract For Services ? Specifications for Competitive Bidding or ? Sole Source Justification Form ? State Contract Vendor	? Department Head ? Director of Purchasing ? 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.