

Costs Under \$5,000

Also known as “Best Judgment Purchases”

The ordering department should exercise its "best judgment" in choosing the item(s) needed and the vendor to receive the order.

CAUTION:

- A contract for the supplies or services being requested may already exist and be mandatory. The department should check available contracts (see flowchart) or by contacting Purchasing prior to purchasing.
- Purchase that includes use of UWSP name or logo in any form must be made from Licensed Vendor. University Communications and Marketing must approve the graphic and usage. UCM also has the list of licensed vendors available on their homepage.

RESTRICTIONS: Departments SHALL NOT independently place orders with vendors when departmental fiscal year spend is anticipated to exceed \$5,000.

PROCEDURE.

The Procurement Card is intended to be used for most low dollar purchasing needs. Campus standard P-card limits are \$3,000 single purchase, \$5,000 limit for complete two-week cycle. Individual card limits may vary based on departmental needs and wishes (verify your limit at US Bank site), but no single purchase may exceed \$4999 regardless of method used.

When a procurement card limit doesn't allow, it is not appropriate to use a p-card, or the vendor will not accept the P-Card, the Ordering Department submits a purchase requisition, with the proper approvals and completed details to the Purchasing Department.

Departments may consider requesting a Blanket Order if they anticipate frequent, low-dollar purchases of similar items from the same vendor and procurement card use is not appropriate or accepted. Bids may be required is spend is anticipated to exceed \$5,000 annually.