

**AP 515 – Purchasing - Appendix A**

<b>Aggregate Value of the Goods or Service</b>		<b>Unit Price</b>	<b>Method of Quotations</b>	<b>PO Requirements</b>
Less than \$2,000	<b>OR</b>	Less than \$1000	Oral or written	No PO Required
\$2,000 – \$3,999		Less than \$1000	Oral or written	PO Required <sup>1</sup>
\$4,000 - \$24,999		\$1000 - \$4999	Three written <sup>2</sup>	PO Required
\$25,000 - \$100,000		\$5000 or more	Three written bids and approved by the Secretary-Treasurer	PO Required
Goods and services greater than \$100,000			Solicited by one or more of the following*: <ul style="list-style-type: none"> <li>• Request for Proposal (RFP)</li> <li>• Request for Information (RFI)</li> <li>• Newspaper advertisement</li> <li>• Electronic Tendering System</li> </ul>	PO not required if under contract
Construction in excess of \$250,000		Solicited by one or more of the following*: <ul style="list-style-type: none"> <li>• Request for Proposal (RFP)</li> <li>• Request for Information (RFI)</li> <li>• Newspaper advertisement</li> <li>• Electronic Tendering System</li> </ul>	PO not required if under contract	

“PO Required” indicates that approval and creation of a purchase order is completed before the purchase is made.

<sup>1</sup>For oral quotes, please indicate that the quote was oral and indicate the date the quote was received.

<sup>2</sup>Subject to a review by the Secretary-Treasurer for compliance with Administrative Procedure.