Substantive Changes in proposed General Purchasing Policy

The General Purchasing Policy is being revised to provide more user flexibility in purchasing while maintaining limits allowable by current laws. There have been significant changes in the purchasing environment since the last update of this policy. Substantive changes from the existing policy to note are:

- The Purchasing Policy will be split into 3 different policies to make it more user friendly:
  - The General Purchasing Policy
  - The General Receipt of Materials Policy
  - The General Accounts Payable Policy

- The informal bid threshold was changed from $10,000 to $25,000

- The formal bid threshold was changed from $50,000 to $75,000

- An approval threshold was added for emergency purchases. All emergency purchases equal to or over $750,000 must be approved by the President. Emergency purchases less than $750,000 must be approved by the Chief Operating Officer.

- The proposed policy now states that the unit of analysis for application of the bidding threshold is the individual invoice, receipt, purchase order, estimate. The existing policy was vague in this area. The new policy also states that the departments shall not intentionally divide invoices, receipts, purchase orders or estimates to stay below the bid threshold.