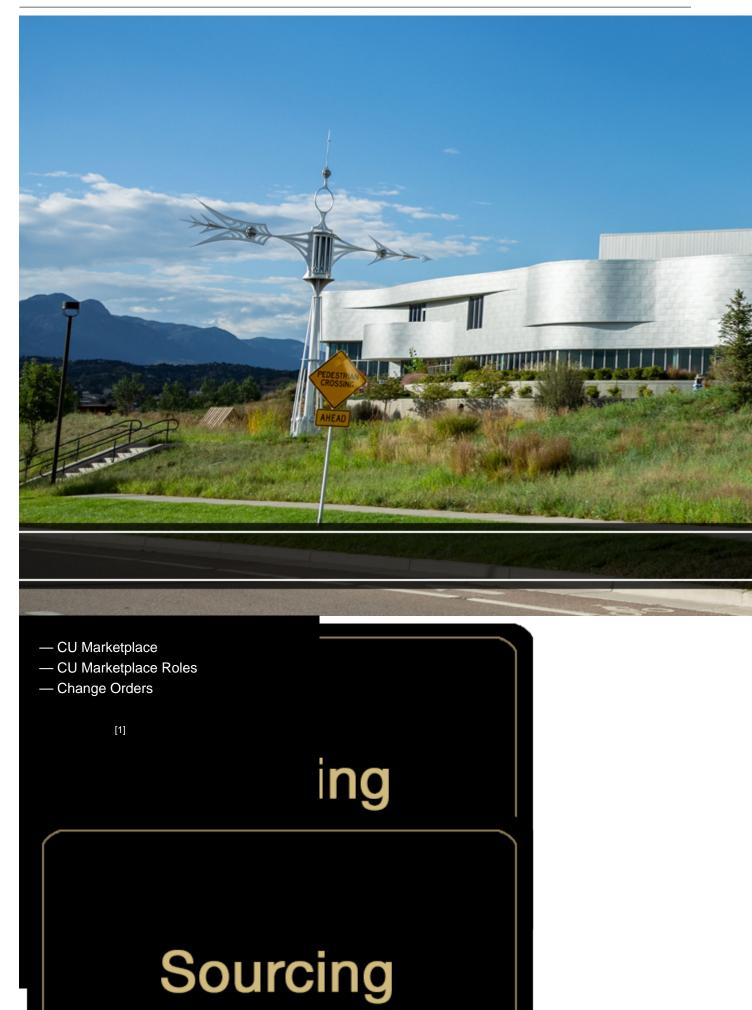
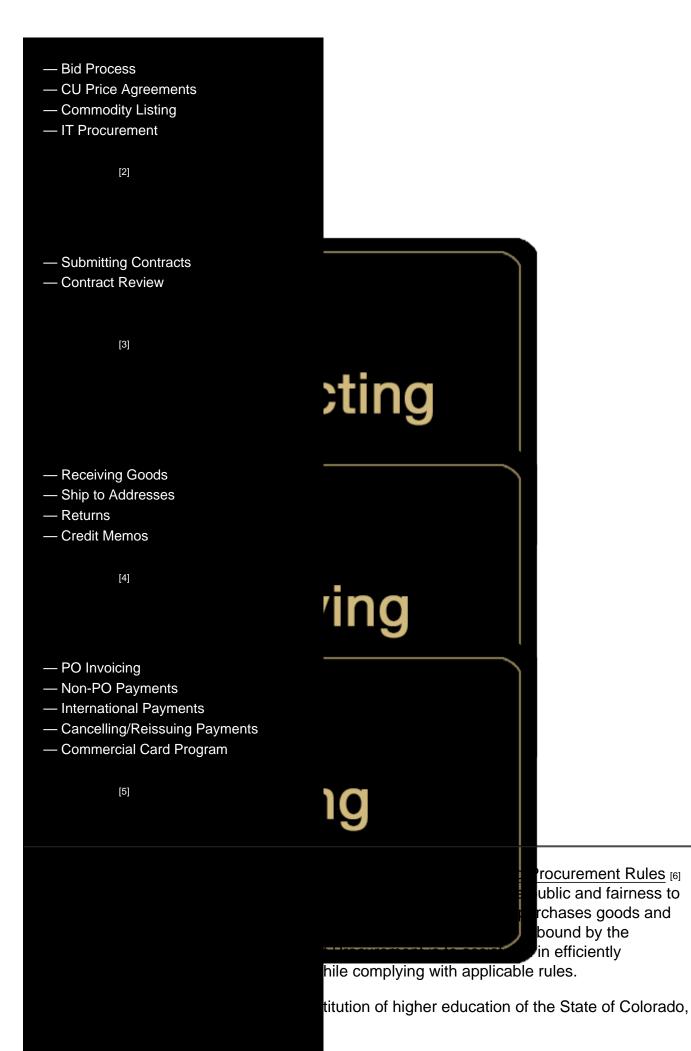
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Home > Procurement





is exempt from all federal excise taxes and from all Colorado State and local government sales and use taxes.

A commitment voucher (CU Marketplace Purchase Order or Procurement Card) is required to purchase an item from a supplier unless an exception applies under <u>CU's Fiscal Procedures</u> [8]

University of Colorado Procurement Thresholds

Under \$10,000: Departmental purchases of up to \$10,000 are considered "small-dollar purchases." Under most circumstances, these are processed by the requestor's campus department. Typical forms of payment are the University Procurement Card (up to \$5,000) or a small dollar Purchase Order.?

\$10,000.01 - \$49,999.99: All goods and services between \$10,000.01 and \$49,999.00 are processed at the discretion of the Purchasing Agent.

\$50,000 - \$150,000: All goods and services between \$50,000 - \$150,000 regardless of funding type require:

- Completion of the Source Selection & Price Reasonableness section of the Purchase Requisition form
- Price information from at least two suppliers one from the supplier you are ordering from and the other from a competitor. The price information can be screenshots from two websites or quotes provided from the suppliers.?

The requirement to obtain two quotes and complete the Source Selection & Price Reasonableness form will be waived if the purchase is made against an existing CU bid/contract or a cooperative contract, is for a <u>Sole Source item</u> [9], or is an emergency procurement.??

\$150,000 - \$499,999:?The threshold for a solicitation issued by the Procurement Service Center (PSC) will be \$150,000 for goods and services. Construction solicitations are issued by campus Facilities Departments. Purchases of goods, services, and construction costing more than \$150,000 require that competition be sought via the informal process known as a Documented Quote.

\$500,000 and Over:?For purchases of goods and services costing \$500,000 or more, competition is sought via either an Invitation for Bid or a Request for Proposal.?Construction solicitations are issued by campus Facilities Departments.

The University of Colorado posts its solicitations using an electronic solicitation notification system, currently through <u>BidNet</u> [10].?

Purchases Under a Federal Contract or Grant

For purchases on Federal contracts or grants, the following forms will need to be completed.

• Certifications Under a Federal Contract [11] greater than \$35,000

• Certifications Under a Federal Grant [12] greater than \$150,000

Resources

- Getting Started in CU Marketplace [13]
- Payment Methods [14]
- Advance Payment to Suppliers [15]
- Hire An Independent Contractor (Scope of Work) [16]

Related Articles

- CU Marketplace: Purchase Requisition [17]
- CU Marketplace: Approving Requisitions [18]
- CU Marketplace: Add a Ship-To Address to Your Profile [19]

SEARCH ALL ARTICLES [20]

Policies and Procedures

- Fiscal Code of Ethics [21]
- Procurement Code of Ethics [7]
- University of Colorado Procurement Rules [22]
- Payment Voucher/Authorization [23]
- <u>CU Fiscal Procedures</u> [24]

VIEW ALL PROCEDURES [25]

[26] [27]

Source URL: https://www.cu.edu/node/41546/cu-sustainable-purchasing

Links

[1] https://www.cu.edu/psc/procurement/ordering [2] https://www.cu.edu/psc/procurement/sourcing

[3] https://www.cu.edu/psc/procurement/contracting [4] https://www.cu.edu/psc/procurement/receiving [5] https://www.cu.edu/psc/paying [6] https://www.cu.edu/psc/procurement-rules

[7] https://www.cu.edu/psc/procurement-code-ethics [8] https://www.cu.edu/controller/fiscal-procedures

[9] https://www.cu.edu/psc/procurement/sourcing/sole-source-agreement [10]

https://www.cu.edu/psc/doing-business-cu/participate-bid [11] https://www.cu.edu/doc/app-l-certificationsunder-federal-contractpdf [12] https://www.cu.edu/doc/app-m-certifications-under-federal-grantpdf

[13] https://www.cu.edu/psc/get-help/learning-resources/cu-marketplace [14]

https://www.cu.edu/psc/doing-business-cu/payments [15] https://www.cu.edu/psc/forms/advance-paymentsuppliers [16] https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/hire-

independent-contractor-scope-work [17] https://pschelp.cu.edu/s/article/CU-Marketplace-Purchase-

Requisition [18] https://pschelp.cu.edu/s/article/CU-Marketplace-Approving-Requisitions

[19] https://pschelp.cu.edu/s/article/CU-Marketplace-Add-a-Ship-To-Address-to-Your-Profile

[20] https://pschelp.cu.edu/s/ [21] https://www.cu.edu/ope/aps/4016

[22] https://www.cu.edu/psc/policies/procurement-rules [23] https://www.cu.edu/psc/policies/psc-

procedural-statement-payment-voucher-authorization [24] https://www.cu.edu/controller/fiscal-procedures-

[25] https://www.cu.edu/psc/procedures [26] https://www.cu.edu/print/psc/procurement [27] https://www.cu.edu/printpdf/psc/procurement