



CHICAGO STATE UNIVERSITY

Quick Reference Procurement Guidelines

Transaction Amount and Competition Required (see Note 1)	Board of Trustees Approval Required? (see Note 2)	Legal Review Required? (see Note 3)	Contract Signature when applicable (see Note 3)	Request Submitted via (see Note 4)
Less than \$500.00 Invoice or Receipt	N/A	N/A	N/A	DPV Form
Less than \$20,000.00 1 quote	N/A	Vendor Contracts, when applicable	CFO or Controller	Purchase Requisition
\$20,000.00 - \$24,999.99 3 quotes	N/A	Vendor Contracts, when applicable	CFO or Controller	Purchase Requisition
\$25,000.00 - \$99,999.99 3 quotes*	N/A	CSU Contract is required at \$50,000 and greater	President	Purchase Requisition
\$100,000 - \$249,999.99 Bid/RFP - or use an approved award	P&A Contracts for \$100,000 - \$249,999.99	CSU Contract is required at \$50,000 and greater	President	Purchase Requisition
\$250,000.00 and greater Bid/RFP - or use an approved award	Yes	CSU Contract is required at \$50,000 and greater	General Counsel, CFO, and President	Purchase Requisition

Note 1: Purchases of goods and/or services for \$20,000 - \$99,999 require the requester to obtain three competitive written price quotes from vendors, one of which must be a BEP Certified Vendor. The requesting department shall engage with the vendor that offers the best value for the goods and/or services that meet the needs of the requester. Using State of Illinois, IPHEC, or other approved cooperative purchasing awards is highly encouraged as it satisfies the need for competition so that requesters do not need to obtain competitive quotes, or conduct solicitations.

Solicitations (e.g., Invitations for Bid, Requests for Proposal, etc.) are required for large purchases as follows:

Professional and Artistic Services – \$100,000.00 and up

Supplies or Services Other Than Professional and Artistic Services - \$100,000.00 and up

Construction - \$100,000.00 and up

*Architectural Services, Engineering Services, and Land Survey Services - \$24,999.99 and up

Note 2: Board of Trustees approval is also required when a vendor is selected by solicitation, or when the award is renewed, regardless of cost

Note 3: All professional or artistic services require a CSU contract for payments of \$50,000 or greater to any single vendor in a fiscal year. All individual orders for repairs, maintenance, or other services of \$50,000 or greater require a CSU contract. All CSU contracts and all vendor prepared contracts, regardless of the dollar amount, must be reviewed by the CSU Legal Department. Contracts are signed as indicated in the table above, but signature authority may be delegated as necessary. **ONLY THOSE INDIVIDUALS WITH SIGNATURE AUTHORITY DELEGATED BY THE PRESIDENT AND APPROVED BY THE BOARD OF TRUSTEES MAY SIGN PROCUREMENT CONTRACTS.**

Note 4: A Direct Payment Voucher (DPV) can be used for a one-time expense less than \$500.00, limited to merchandise, memberships, honorariums, and student stipends. Reimbursements are submitted via DPV. All contractual services, regardless of the dollar amount, and all purchases greater than \$499.99 must be entered into CSU Buy as a purchase requisition to obtain a purchase order.