



# CHICAGO STATE UNIVERSITY

## Quick Reference Procurement Guidelines FY2021

Transaction Amount and Competition Required (see Note 1)	Board of Trustees Approval Required?	Legal Review Required? (see Note 2)	Contract Signature when applicable (see Note 2)	Request Submitted via (see Note 3)	CSU Buy Approvals		
					Fiscal Officer	CFO	President
< \$500.00 <b>Invoice or Receipt</b>	N/A	N/A	N/A	DPV Form	Yes	-	-
< \$10,000.00 <b>1 quote</b>	N/A	Vendor Contracts, when applicable	CFO or Controller	Purchase Requisition	Yes	-	-
\$10,000.00 - \$19,999.99 <b>2 quotes</b>	N/A	CSU Contracts for Vendor Services	CFO or Controller	Purchase Requisition	Yes	Yes	-
\$20,000.00 - \$24,999.99 <b>3 quotes</b>	N/A	CSU Contracts for Vendor Services	CFO or Controller	Purchase Requisition	Yes	Yes	-
\$25,000.00 - \$99,999.99 <b>3 quotes*</b>	N/A	CSU Contracts for Vendor Services	President	Purchase Requisition	Yes	Yes	Yes
\$100,000 - \$249,999.99 <b>Bid/RFP</b>	P&A Contracts for \$100,000 - \$249,999.99	CSU Contracts for Vendor Services	President	Purchase Requisition	Yes	Yes	Yes
\$250,000.00 and up <b>Bid/RFP</b>	Yes	CSU Contracts for Vendor Services	President	Purchase Requisition	Yes	Yes	Yes

Note 1: Purchases of goods and/or services for \$10,000 - \$99,999 require the requester to obtain multiple competitive written price quotes from vendors. The requesting department shall engage with the vendor that offers the lowest price for the goods and/or services that meet the needs of the requester. Using State of Illinois, IPHEC or other approved cooperative purchasing contracts is highly encouraged as it satisfies the need for competition and requesters do not need to obtain competitive quotes.

Bid requirements are 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, Engineers and Land Survey Services - \$24,999.99 and up

Note 2: All professional or artistic services require a CSU contract for payments exceeding \$9,999.99 to any single vendor in a fiscal year. All individual orders for repairs, maintenance or other services exceeding \$9,999.99 require a 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

Note 3: 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. All contractual services, regardless of the dollar amount, and all purchases greater than \$500 must be entered into CSU Buy as a purchase requisition to obtain a purchase order. For more info, the Administration and Finance Policies and Procedures Manual can be found at: [http://www.csu.edu/financialaffairs/documents/Admin\\_Finance\\_Policies\\_Procedures\\_Manual.pdf](http://www.csu.edu/financialaffairs/documents/Admin_Finance_Policies_Procedures_Manual.pdf)