**PURCHASES LESS THAN $19,100**

- University Legal Counsel must review all contracts that exceed $5,000.00.

- Prudent business practices must be followed regarding all purchases under $19,100.00.

  Three (3) informal bids with one (1) bid a WBE/MBE when possible should be solicited.

- All procurement activities must be authorized in advance by Procurement Services (PS).

  All procurement requests will be rejected if PS is not engaged prior to requesting goods

  and services.

- Under no circumstances should purchases be split up to avoid this dollar threshold.

- Buying in a series means making multiple purchases of the same item or service from the

  same vendor   a twelve month period. This practice is prohibited.