

# FY17 Expenditure Guidelines

**ISU  
Policy & Procedures**

**State of Illinois  
Rules & Regulations**

<b>2 or more Informal Bids Recommended</b>	<b>\$500,000</b>			<b>Purchase Order Required</b>
	<b>\$100,000</b>			
	<b>\$80,000</b>			
	<b>\$50,000</b>			
	<b>\$20,000</b>			
	<b>\$5,000</b>			
	<b>\$500</b>			

Board of Trustees Approval  
Meet 4 Times a Year  
February, May, July, October

**Required Forms & Process Time**

\*BOT resolution due approximately 1 month before meeting

\*15 Day Posting  
\*Minimum of 6-8 week processing  
Construction Agreement Required

\*15 Day Posting  
\*Minimum of 6-8 week processing  
PO/Agreement Required

\*15 Day Posting  
\*Minimum of 6-8 week

\*Vendor signature required on all docs this level and above

\*Printing Certifications  
\*Furniture Affidavit

Construction Bid Level  
(Increases slightly ea July 1)

Commodities and General  
Services Bid Level  
(Increases slightly ea July 1)

Disclosures and Conflict Interest  
Forms Required

Professional Services Bid Level  
Contract Filing with State

Req/PO Process Required  
for Everything

\*Property Control  
\*Printing Certifications  
\*Furniture Affidavit

**Agreements MUST be completed BEFORE any on-campus services are performed.  
Contact Purchasing for the specific requirements associated with the services to be performed.**

Purchasing Web Address: <http://purchasing.illinoisstate.edu/>  
State of Illinois Higher Education Procurement Bulletin: [www.procure.stateuniv.state.il.us](http://www.procure.stateuniv.state.il.us)

**Purchasing                      Phone: 309-438-1946                      Fax: 309-438-5555**