

# FY18 Expenditure Guidelines

ISU Policy & Procedures		State of Illinois Rules & Regulations	Required Forms & Process Time
Board of Trustees Approval Meet 4 Times a Year February, May, July, October	<b>\$500,000</b>		*BOT resolution due approximately 1 month before meeting
	<b>\$100,000</b>	<b>Construction Bid Level</b> (Increases slightly ea July 1)	*15 Day Posting *Minumum of 6-8 weeks processing *Construction Agreement required
	<b>\$100,000</b>	<b>Commodities General Services Professional Services Bid Level</b>	*15 Day Posting *Agreement / PO required
Presidential & Project Concurrence	<b>\$50,000</b>	Disclosures and Conflict Interest Forms Required	
	<b>\$25,000</b>	Architect and Engineering Services	
	<b>\$20,000</b>	Contract Filing with the State	*Vendor signature required
<b>Req/PO Process Required for Anything</b>	<b>\$5,000</b>		
	<b>\$1,000</b>	*Property Control *Printing Certifications *Furniture Affidavit	*Printing Certifications *Furniture Affidavit

**2 Informal Bids Recommended**

**Purchase Order Required**

**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)

**ISUPurchasing@ilstu.edu**

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