

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	\$500,000	*BOT resolution due approximately 1 month before meeting
	\$100,000	*15 Day Posting *Minimum of 6-8 weeks processing *Construction Agreement required
	\$100,000	*15 Day Posting *Agreement / PO required
Presidential & Project Concurrence	\$50,000	Disclosures and Conflict Interest Forms Required
	\$25,000	Architect and Engineering Services
	\$20,000	Contract Filing with the State
Req/PO Process Required for Anything	\$5,000	
	\$500	*Property Control *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

ISUPurchasing@ilstu.edu

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