



Purchasing Expenditure Guidelines

ISUPurchasing@ilstu.edu

	ISU Policy & Procedures	Dollar Threshold	State of Illinois Rules & Regulations	Required Forms & Process Time	
	Board of Trustees Approval: Meet in February, May, July, & October	\$500,000		BOT resolution due approximately one month before meeting	Purchase Order Required
		\$100,000	<i>Bid Level:</i> • Construction • Commodities • General Services • Professional Services		
Three Quotes Required	Presidential & Project Concurrence	\$50,000	State Certifications required		
		\$25,000	<i>Bid Level:</i> • Architect & Engineering Services		
	Minimum One BEP/VBP-certified Vendor Quote	\$20,000	Minimum Three Vendor Quotes Contract Filing with the State	Vendor signature on agreement or PO	
	Requisition/PO Process Required	\$10,000			
		\$1,000	Property Control Printing Certifications Furniture Affidavit (\$500)	Printing Certifications Furniture Affidavit	

Agreements must be completed BEFORE any on-campus services are performed.

ISU's Certifications and Additional Terms must be included on all purchases.

Contact ISUPurchasing@ilstu.edu for the specific requirements associated with the services to be performed.

For more information and purchasing forms, visit the Purchasing website at <http://purchasing.illinoisstate.edu/>.

Additional procurement resources:

State of Illinois Higher Education Procurement Bulletin: <http://www.procure.stateuniv.state.il.us/>

Business Enterprise Program (BEP) Vendor Database: <https://cms.diversitycompliance.com/>

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Phone: 309-438-1946

Fax: 309-438-5555

Updated 7/1/2022