

ISU Policy & Procedures	Dollar Threshold	State of Illinois Rules & Regulations	Required Forms & Process Time
Board of Trustee Approval: Meet in February, May, July, & October	\$500,000		BOT resolution due approximately one month before meeting
	\$100,000	Bid Level: <ul style="list-style-type: none"> • Construction • Commodities • General Services • Professional Services 	
Presidential & Project Concurrence	\$50,000	State Certifications required	
Minimum one Certified Diverse Vendor Quote	\$20,000	Minimum Three Vendor Quotes Contract Filing with the State	Vendor signature on agreement or Purchase Order
Requisition/Purchase Order Process Required	\$10,000		

Additional considerations & requirements:

- Furniture: Facilities Planning approval required & Affidavit required at \$500 (per assembled piece)
- Printing Certifications required for any printing services (contact Printing Services for any printing needs)
- Equipment tag required for physical goods at \$2,500 (or high theft risk items)
- Architect & Engineering services require public bid at \$25,000 – Contact Facilities Planning at FPDCBizOffice@ilstu.edu regarding Professional Services Retainer Agreements
- All software requires purchasing review. Academic departments work with Technology Solutions
- Space needs (eg. Leases) – contact FacilitiesPlanning at FPDCBizOffice@ilstu.edu
- Grant funded purchases must be reviewed by Research and Sponsored Programs

Agreements must be completed and signed by all required parties BEFORE any services are performed
Contact ISUPurchasing@ilstu.edu for the specific requirements associated with your procurement need

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

Additional procurement resources:

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

Business Enterprise Program (BEP) Vendor Database: <https://supplierdiversitymanagementportal.illinois.gov/VendorDirectory.aspx>

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