

## Purchasing Procedures Codes

Code	Procedures
<b>A</b>	All transactions, regardless of amount, require prior approval by the University of Kansas Purchasing Office.
<b>B</b>	<p>Departments may make local purchases up to \$5,000 per transaction for *known needs. All transactions over \$5,000 require prior authorization or competitive bids processed through the University of Kansas Purchasing Office.</p> <p>* “Known Needs” are defined as the needs reasonably known at the time of order placement. Ordering less than a department’s known needs to avoid the dollar limitation is order splitting and the transaction will be rejected during the audit process.</p> <p>* No thirty (30) day limit is applicable.</p> <p>* The dollar limit is applicable for known needs per cost center.</p> <p>* The dollar limit is applicable for sole source and competitive items.</p>
<b>C</b>	No limit. Departments may transact business without prior approval or competitive bids regardless of amount.
<b>D</b>	Purchases may be made without prior approval or competitive bids up to the individual’s Business Procurement Card transaction and cycle limits.
Note:	All items or services, which are the subject of a mandatory use contract or listed in the State Use Catalog (toner cartridges, etc.), have no dollar limitation. If a mandatory use contract or state use catalog item or service is available, the contract or state use catalog item or service must be purchased unless prior approval is obtained.