



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 4.2 - Dollar Limits for Supplies & Equipment

1. **Competitive Solicitation Requirements:** The Board of Trustee's sets dollar thresholds and corresponding requirements for the acquisition of supplies and equipment not on contract. These requirements pertain to all supplies and equipment purchases regardless of the source of funds. The limits include total acquisition cost inclusive of delivery and any installation or setup cost associated with the purchase i.e. a piece of equipment may cost \$9,600 however if the delivery cost brings the total price over \$10,000 than competitive quotes are required. Dollar thresholds for equipment are:

a. **\$0 - \$9,999:** The use of sound business practice is required to purchase supplies and equipment in this dollar range although departments are encouraged to obtain multiple quotes to ensure they are receiving competitive pricing. To place an order for supplies or equipment within this dollar range a department should minimally (1) obtain a quote which includes all delivery and or installation cost (2) enter a requisition into BuyWays which meets all applicable requirements and includes the quote as an attachment.

Note: BuyWays punch-out vendors are already on contract and are to be used to purchase equipment and supplies up to \$49,999.

b. **\$10,000 - \$24,999:** In order to purchase supplies or equipment within this dollar range the department must attempt to obtain at least three competitive quotes. To obtain equipment that falls within this dollar range a department should (1) attempt to obtain at least three written quotes that meet the quote requirements listed in *Section 4.7 Requesting Quotes for Equipment* (2) enter a requisition into BuyWays which meets all applicable requirements and includes all quotes obtained for the acquisition as an attachment.

Note: BuyWays punch-out vendors are already on contract and are to be used to purchase equipment and supplies up to \$24,999.

c. **\$25,000 - \$49,999:** In order to purchase supplies or equipment within this dollar range the department must attempt to obtain at least three competitive quotes however purchases between these dollar thresholds are Subject to Procurement review and approval. A formal sealed bid may be required at the discretion of the Procurement Department. To obtain equipment that falls within this dollar range a department should (1) attempt to obtain at least three written quotes that meet the quote requirements listed in *Section 4.7 Requesting Quotes for Equipment* (2) email quotes to Procurement for review, Procurement will either approve purchase or work with Department to complete a formal sealed solicitation process if appropriate (3) if approved with quotes then enter a requisition into BuyWays which meets all applicable requirements and includes all quotes obtained for the acquisition as an attachment (4) if a formal sealed solicitation process is required then provide Procurement with specifications for a formal solicitation and work with Procurement to complete the solicitation process.



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- d. **\$50,000 or greater:** Acquisitions of equipment or supplies above this dollar value require a competitive sealed bid process administered by the Procurement Department. To obtain equipment above this dollar value a department should (1) contact Procurement to request a formal bid (2) provide detailed specifications to Procurement for the equipment to be obtained (3) work with Procurement to evaluate the technical component of bid responses (4) Once the bid has been awarded to a vendor, enter a requisition into BuyWays in the format prescribed by Procurement.
- e. **Consortium & University Contracts.** Purchases of equipment or supplies through a University, Campus, State, MHEC or E&I contract are not subject to these dollar thresholds. Refer to *Section 4: University & Consortium Contracts* for requirements pertaining to these types of contracts. Prior approval from Procurement is required for equipment purchases greater than \$50,000 when purchasing from a vendor through an established contract.

Note: BuyWays punch-out vendors are already on contract and therefore can be used to purchase equipment and supplies up to \$50,000 as permitted under each contract.

- f. **All Dollar Values:** In addition to the requirements listed above, the following steps are required following the purchase of equipment. (1) receive the equipment and verify that it has a Property Control Tag Number (if applicable) (2) receive the invoice, verify it for accuracy and submit it to Accounts Payable for payment (3) check the purchase order in BuyWays, verify that it has been paid and that the purchase order has been closed (4) maintain accountability for the asset and make it available to Property Control for the bi-yearly inventory (5) when the asset becomes obsolete or is no longer required by the department, contact Property Control to arrange for reassignment or disposal.

2. Dollar Thresholds Relating to Asset Management:

- a. **Supplies (\$0 - \$999):** Items of this dollar value are generally considered supplies and not equipment. Supplies are not tagged or entered into the University's Asset Management System. Individual departments are responsible for maintaining inventory of this equipment on the "Department Inventory Tracking Spreadsheet" per the University's Inventory Control Procedures both of which can be found on the Property Control website located at the following link.

http://www.umassd.edu/admin_finance/departments/administrativeservices/propertycontrol/

See below Section D, Exception Note for IT Sensitive Equipment.

- b. **Non-Capital Equipment (\$1,000 to 4,999):** This equipment is tagged and entered into the University's Asset Management System. This equipment is accounted for during the University's Physical Inventory occurring every two years. Individuals with tagged assets assigned to them must maintain accountability for those assets and make them accessible



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to Property Control Staff during the Central Inventory per Proper Control Policy.

- c. **Capital Equipment (\$5,000 or greater):** This equipment is tagged, entered into the University's Asset Management System and added to the University's Asset Depreciation Schedule. Individuals with tagged assets assigned to them must maintain accountability for those assets and make them accessible to Property Control Staff during the Physical Inventory per Proper Control Policy.

- d. **Exception Note: All IT Sensitive Equipment is tagged and entered into the University's Asset Management System regardless of dollar value. This applies to items such as Laptops, Desktops, iPads, Projectors, TV's and eReaders but does not apply to items such as Computer Mouse Devices, Cables, Monitors, Desktop Printers, Cell Phones or Keyboards which are considered IT Supplies not IT Equipment.**