



## UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

### 8.2 - Employment Ads

**COMMODITY(s):** Employment Ads

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**DOLLAR LIMITS:** When approved, advertising under \$10,000 may be obtained without any competitive requirement. Advertising over \$10,000 may require a bid or other non-competitive justification.

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**APPROVALS:** Budget Authority, Human Resources, Procurement

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**PROCESS/INFO:** Any department seeking to place an employment ad for faculty, staff, professional personnel or any other University position **must** submit the request to Human Resources to be approved.

Employment ads are generally handled by Human Resources and then charged back to the department by means of an internal fund reallocation.

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**REQUISITIONS:** Requisitions should include the applicable quote or proposal as an attachment. If over \$10,000 than a bid number or non-competitive justification must be included as an attachment.

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#### ACCOUNT & COMMODITY CODE(S)

Account Code	Commodity Code	Description
735100	Advertising	Advertising Expenses - Costs of advertising in newspapers or on radio and television, excluding services provided by Advertising Agencies (use 757040).