

PROCUREMENT

Frostburg State University requires competitive bidding for all procurements greater than \$25,000.00 unless specifically waived by USM Policy. If in the judgment of the Procurement Department it is in the best interest of the university to bid a purchase under \$25,000.00 the Procurement Department will bid such purchases.

The university delegates to each budget manager the authority to purchase approved commodities or services with a value of \$5,000.00 or less through the use of the State of Maryland Corporate Purchasing Card Program. Equipment items as defined in the "Guidelines for Control of Non-Capital Equipment" are specifically excluded from this delegation, including any computer related devices that can store Personal identifiable Information. Also excluded are those restrictions defined in the General Accounting Division's Policy and Procedures for the Corporate Purchasing Card Program as well as university's internal policies and procedures for the corporate purchasing card.

This policy does not delegate any other procurement authority to any other university personnel other than referenced above. This policy does not supersede the requirements of USM Policy to purchase specific types of commodities such as furniture from other state agencies.

(Internal)

Revised: 4/2/02
6/30/05
2/16/22 *RA*

*Approved by
Exec Cabinet
R. Neel
2/16/2022*