

Procurement Pre-Approval Guidance When Required

Determine Need

Reasonable and Necessary?

A) If no, purchase not allowed. B) If Yes, move to #2



Evaluate Cost of Purchase

Below Thresholds – No Pre-approval Required

At or Above Thresholds – Pre-approval Required

Thresholds are:

A) Per Unit Cost = \$5,000 B) Total Cost = \$10,000



Gather 3 Bids

Choose the vendor with the lowest Bid

Justify if vendor with lowest Bid is not chosen.



Submit to ELCD

A) Form – CD2703 (Completed and Signed)

B) Purchase Justification Letter (What, Why, When, Where)

C) Bids