

Chicago State University [CSU]  
Office of Administration & Finance

**To:** University Community  
**From:** Mr. Glenn Meeks, Vice President of Administration & Finance  
**Date:** December 1, 2009 (4th **Distribution: December 2009**)  
**Subject:** **CSU Procurement Policy and Procedure, effective December 1, 2009**

Transaction Amount	CSU Contract Approval (see Note 1)	Legal Review (see Note 2)	Bidding Requirement (see Note 3)	# of Quotes (see Note 4)	Form (see Note 5)	DPV/Purchase Requisition Approval			
						Fiscal Officer	Chair, Dean, Dir. or AVP	Vice President	President/Designee
< \$500					DPV	Yes			
\$500 - \$4,999					Purchase Requisition	Yes	Yes		
\$5,000 - \$9,999	President or Designee	Yes		2	Purchase Requisition	Yes	Yes		
\$10,000 & up	President or Designee	Yes	\$20,000 & up	3	Purchase Requisition	Yes	Yes	Yes	Yes
\$250,000 & up	Board	Yes	\$20,000 & up	Bid	Purchase Requisition	Yes	Yes	Yes	Yes

Note 1: All professional or artistic services require a CSU contract for payments exceeding \$5,000 to any single vendor in a fiscal year, and all individual orders for repairs, maintenance or other services exceeding \$10,000 to any single vendor in a fiscal year

Note 2: All CSU contracts \$5,000 or more must be reviewed by the Legal Department.  
All **Vendor prepared contracts** regardless of the dollar amount require the Legal Department's review.

Note 3: Effective July 1, 2009, the new bidding requirement is as follows:  
Professional and Artistic Services - \$20,000 and up;  
Architectural, Engineers and Land Survey - \$25,000 and up;  
Supplies or Services Other Than Professional and Artistic Services - \$50,000 and up;  
Construction - \$70,100 and up

Note 4: It is good business practice for purchases of goods and services \$5,000 and over to obtain written price quotes from vendors. The purchase should be transacted with the vendor with the most economic price that meets the needs of the buyer. If an approved CSU vendor is used or state contract, no additional quote is necessary.

Note 5: A Direct Payment Voucher (DPV) can be used for the purchase of goods and services less than \$500. Please refer to Accounting and Finance Policies and Procedures manual at <http://www.csu.edu/financialaffairs/pdf/financialaffairspoliciesandprocedures.pdf> for additional information.