Purchasing Limits

- Purchases less than $10,300 do not require advertising or competitive bidding. While bidding is not required the University encourages departments to solicit quotes, take advantage of volume discounts, and use any other techniques to obtain the lowest possible prices.

- Purchases from $10,300 - $19,400 require 3 formal quotations. This process may include telephone, fax, internet, or other electronic price quotes. Price quotes must be electronically attached to the requisition.

$19,401 and Higher - Requires Competitive Bidding

Bidding Requirements

- As a public university and a member of the Pennsylvania State System of Higher Education (PASSHE) certain bidding requirements are either mandated or have been adopted as good business practice. Under ACT 57, Pennsylvania law dictates that bids will be solicited for all purchases exceeding Nineteen Thousand One Hundred Dollars ($19,400).