



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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3/28/00**

**REVISION
6**

**PAGE
E4-125.0**

**SUBJECT
PURCHASE ORDERS**

SUB-TOPIC

SPOT PURCHASE ORDER

This type of purchase is for items with a total purchase order value of \$25,000 or less to be paid from funds held by the State Treasurer (State funds). The order is processed at the local level and requires Purchasing to obtain a minimum of three (3) written or verbal bids, depending on order value, after receiving a properly completed purchase requisition from the requisitioner. The order (see Exhibit E5) is then awarded to the lowest and best bidder.

Under no circumstances shall a requisitioner divide larger requirements into less than \$25,000 sections in order to avoid handling of a purchase requisition by the General Services Commission. Misuse or abuse of the Spot Purchase Order privilege can cause the General Services Commission to withdraw delegate purchase authority from UTD.