

FUNDING ACCOUNTS

| Local/Federal Funds | State Funds (HEAF) | UHD/PS Reference |
|--|---|-----------------------------------|
| \$.01 - \$ 99.99 | \$.01 - \$99.99 | |
| Petty Cash (up to \$50.00) | | <u>PS 05.A.04</u> |
| Purchase Voucher | Purchase Voucher | <u>PS 05.C.01</u> |
| | | |
| Local \$1.00 - \$5,000 Federal \$1.00 - \$3,500 | \$1.00 - \$5,000 | |
| Purchase Voucher | Purchase Voucher | <u>PS 05.C.01</u> |
| Procurement Card | | <u>PS 05.C.09</u> |
| | | |
| Local \$5,000.01 - \$24,999.99 Federal \$3,500.01 - \$24,999.99 | \$5000.01 - \$24,999.99 | |
| May use State Contract, if applicable. If not, Purchasing must get 3 written informal bids, including two from HUBS. | Must use State Contract, if applicable. If not, Purchasing must get 3 written informal bids, including two from HUBS. | |
| Purchase Requisition | Purchase Requisition | <u>PS 05.C.03</u> |
| | | |
| Over \$25,000.00 | Over \$25,000.00 | |
| Purchasing must get three formal bids if not on State or Cooperative Contract and advertise on the <u>Electronic State Business Daily (ESBD)</u> | Must use State Contract if applicable. If not: Commodities & Services thru Purchasing Dept.: Purchasing must get 3 written formal bids and requisition must go to Austin. Bid is required to be advertised on the <u>Electronic State Business Daily (ESBD)</u> | |
| Purchase Requisition | Purchase Requisition | <u>PS 05.C.03</u> |