



ANNOUNCEMENT

Procurement Thresholds Are Increasing Effective July 31, 2017

In accordance with Legislative Act 1004, the purchase value thresholds which determine method of procurement will change on July 31, 2017. These new threshold values are:

Procurement Method	Procurement Value
Small orders (SO)	Up to \$20,000
Competitive Bids required (Quote Bids)	Over \$20,000, up to \$75,000
Competitive Sealed Bids/Proposals required (IFB, RFP)	Over \$75,000

The threshold increases do not apply to capital improvement projects. Refer to guidelines from TSS-Division of Building Authority for updated thresholds.

AASIS release strategies (approval levels) have been updated to reflect the new procurement thresholds.

AASIS users will receive an error message when creating a purchasing document for a small order if the appropriate procurement code is not referenced in the "our reference" field. The procurement code for a small order should be SO or MO. The procurement code MO designates the procurement as a minority purchase.

When creating a purchase requisition (PR) or purchase order (PO) with reference to an outline agreement (OA), *always include the OA number and line item number on every corresponding line* of your document, not just the first line. This will ensure your document routes through the appropriate AASIS release strategies.

The easiest way to make sure each line item appropriately references an outline agreement is to adopt each line from the OA when creating the PR or PO. For instruction in how to adopt lines from an OA to a PO, refer to AASIS training materials at: [Create a Purchase Order with Reference to an Outline Agreement \(ME21N\)](#)