



Procurement Thresholds

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

AASIS users 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 [here](#).