

CBA Purchasing Policy

1. Except as otherwise provided in the UNL purchasing policy, any purchase committing the University to an expenditure of \$150,000 or more shall be made to the lowest responsible bidder using a formal sealed bid process, and approved by the Board of Regents. Any CBA organization requesting to make a purchase of this nature will coordinate the submission through the CBA Assistant Dean for Business prior to forwarding to the Vice Chancellor for Business and the BoR.
2. Purchases of \$25,000 to \$149,999 are also processed on a competitive basis, although in an informal manner—by verbal or written requests for quotations, coordinated through the UNL Purchasing office and approved by the Vice Chancellor for Business. Any CBA organization requesting to make a purchase of this nature will coordinate the submission through the CBA Assistant Dean for Business prior to forwarding to the UNL Purchasing office and the Vice Chancellor for Business.
3. Purchases between \$5000 and \$24,999 require an informal quote process through the obtaining of multiple quotes by the unit requesting the purchase. These quotes and a recommended vendor selection will then be submitted to the CBA Assistant Dean for Business for final approval to purchase.
4. Purchases of \$4999 or less only require approval of the appropriate unit administrator (Dept Chair, Director, Assoc/Asst Dean).