

**AP 515 – Purchasing - Appendix B for Central Office**

---

Aggregate Value of Goods or Service	OR	Unit Price	Method of Quotations	PO Requirements
Less than \$5,000		Less than \$2000	Oral or written	No PO Required
\$5,000 – \$9,999		Less than \$2000	Oral or written	PO Required <sup>1</sup>
\$10,000 - \$24,999		\$2000 - \$4999	Three written <sup>2</sup>	PO Required
\$25,000 - \$100,000		\$5000 or more	Three written bids and approved by the Secretary-Treasurer	PO Required
Goods and services greater than \$100,000			Solicited by one or more of the following*: <ul style="list-style-type: none"><li>• Request for Proposal (RFP)</li><li>• Request for Information (RFI)</li><li>• Newspaper advertisement</li><li>• Electronic Tendering System</li></ul>	PO not required if under contract
Construction in excess of \$250,000			Solicited by one or more of the following*: <ul style="list-style-type: none"><li>• Request for Proposal (RFP)</li><li>• Request for Information (RFI)</li><li>• Newspaper advertisement</li><li>• Electronic Tendering System</li></ul>	PO not required if under contract

“PO Required” indicates that approval and creation of a purchase order is completed before the purchase is made.

<sup>1</sup>For oral quotes, please indicate that the quote was oral and indicate the date the quote was received.

<sup>2</sup>Subject to a review by the Secretary-Treasurer for compliance with Administrative Procedure.