

## FUNDING ACCOUNTS

<b>Local/Federal Funds</b>	<b>State Funds (HEAF)</b>	<b>UHD/PS Reference</b>
<b>\$.01 - \$ 99.99</b>	<b>\$.01 - \$99.99</b>	
Petty Cash (up to \$50.00)		<a href="#"><u>PS 05.A.04</u></a>
Purchase Voucher	Purchase Voucher	<a href="#"><u>PS 05.C.01</u></a>
<b>Local \$1.00 - \$5,000</b> <b>Federal \$1.00 - \$3,000</b>	<b>\$1.00 - \$5,000</b>	
Purchase Voucher	Purchase Voucher	<a href="#"><u>PS 05.C.01</u></a>
Procurement Card		<a href="#"><u>PS 05.C.09</u></a>
<b>Local \$5,000.01 - \$24,999.99</b> <b>Federal \$3,000.01 - \$24,999.99</b>	<b>\$5000.01 - \$24,999.99</b>	
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	<a href="#"><u>PS 05.C.03</u></a>
<b>Over \$25,000.00</b>	<b>Over \$25,000.00</b>	
Purchasing must get three formal bids if not on State or Cooperative Contract and advertise on the <a href="#"><u>Electronic State Business Daily (ESBD)</u></a>	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 <a href="#"><u>Electronic State Business Daily (ESBD)</u></a>	
Purchase Requisition	Purchase Requisition	<a href="#"><u>PS 05.C.03</u></a>