

FUNDING ACCOUNTS

Local/Federal Funds	State Funds (HEF)	UHD/PS Reference
\$.01 - \$ 99.99	\$.01 - \$99.99	
Petty Cash (up to \$50.00)		<u>PS 05.A.04</u>
Purchase Voucher	Purchase Voucher	<u>PS 05.C.01</u>
Local \$1.00 - \$15,000 Federal \$1.00 - \$10,000	\$1.00 - \$15,000	
Purchase Voucher	Purchase Voucher	<u>PS 05.C.01</u>
Procurement Card		<u>PS 05.C.09</u>
Local \$15,000.01 - \$24,999.99 Federal \$10,000.01 - \$24,999.99	\$15,000.01 - \$24,999.99	
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	<u>PS 05.C.03</u>
Over \$25,000.00	Over \$25,000.00	
Purchasing must get three formal bids if not on State or Cooperative Contract and advertise on the <u>Electronic State Business Daily (ESBD)</u>	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 <u>Electronic State Business Daily (ESBD)</u>	
Purchase Requisition	Purchase Requisition	<u>PS 05.C.03</u>