



Purchase Requirements

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Scope

This policy applies to all University purchases regardless of funding source.

Policy Statement

The Board of Regents of the University of Nebraska established a Purchasing Policy to provide uniform purchasing guidelines for the University of Nebraska. Purchases made by the University of Nebraska at Omaha must be made in accordance with the purchasing policy established by the Board of Regents.

Reason for Policy

Board of Regents Policy provides the framework for all University purchases and compliance with Federal Uniform Guidance Procurement Standards. Federal Uniform Guidance requires that policies be established for sound procurement practices.

Procedures

Micro Purchases (purchases below \$10,000): acquisition of supplies or services, in aggregate, may be purchased without competitive quotes.

Small Purchases (purchases between \$10,000 and \$149,999): may be purchased with an adequate number of quotes and require a purchase order.

Except as otherwise provided in the Board of Regents Purchasing Policy, most purchases committing the University to an expenditure of \$150,000 or more require competitive bids. Where competitive bids are required, a minimum of fifteen (15) days shall elapse between the time bids are advertised or sent and the time of their due date. Exceptions to this would be sole source purchases which must be justified in writing and have approval of the Chief Business Officer or designee. In the event the commitment exceeds \$250,000 a written report is sent to the Board of Regents. Commitments greater than \$400,000 must be approved by the Board of Regents prior to the issuance of a purchase order.

Related Information

[Goods and Equipment Quotes](#)

[Board of Regents Purchasing Policies](#)

[Federal Uniform Guidance Procurement Standards](#)

[UNO Signature Authority Matrix](#)

History

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor's Cabinet in October 2015.

This policy was published on the policy library on 06/29/2016.

This policy was revised in 06/2018 to align campus policy with Federal Uniform Guidance Procurement Standards. Revisions to the campus policy reflect changes made to the University of Nebraska Board of Regents policy and include the identification of micro purchases, small purchases, and purchases requiring competitive bids.

REVISION