

Purchase Orders



Please note: prior approval must be obtained before any purchases are made. All purchase orders must be final approved ***before*** your order is placed with the vendor. Reorders require a new purchase order. Please contact the UGS Business Team (ugs.business@austin.utexas.edu) with any questions.

Dollar Range	Solicitation Process	Who is responsible?
\$14,999 or less	Select best value by comparing different vendors' prices - no bid required	Staff member. (*Design must be approved by UGS Communications before quote is submitted for PO.)
\$15,000 - \$49,999	Requires a minimum of three informal bids <ul style="list-style-type: none">• The bidding opportunity is not required to be publicly posted• Vendors may submit their bids to departments via mail, email, or fax• Departments must forward bids to the UGS Business Office for PO creation• Departments must obtain a minimum of three written bids• Departments should make a good-faith effort to include at least one bid from a certified HUB vendor	Staff member. (*Design must be approved by UGS Communications before quote is submitted for PO.)
\$50,000 - \$1M	Requires formal bid/proposal - Please contact UGS Business Office for procedures	Consult with UGS Business Office