# Purchasing Thresholds

**Effective July 1, 2018**

NDUS employees must follow [SBHE policies](#) and [NDUS procedures](#). State Agencies, excluding Higher Education institutions, must follow [OMB guidelines](#).

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<th>Level</th>
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| **Level 1**  
“Micro” Purchase  
Less than $10,000 | Obtain at least one fair and reasonable quote.  
Note: Equipment and software must be added to inventory if $5,000 or greater. (N.D.C.C. § 54-27-21 Fixed Asset Minimum Reporting Value)  
OMB: Rotate vendors solicited on an equitable basis (N.D.A.C. § 4-12-08-02)  
OMB: State agencies (excluding Higher Education institutions) must submit [printing purchase requests](#) $5,000 and over to OMB State Procurement. | NDUS: Documentation not required  
Alternate Procurement form not required if multiple quotes not solicited  
OMB: Document vendors solicited, quotes received, and award determination. |
| **Level 2**  
Small Purchase  
At least $10,000 but less than $50,000 | Solicit informal quotes/bids or proposals from at least three vendors, or post to SPO Online with appropriate state bidders list. May send to additional vendors.  
OMB: ITD must review IT purchases over $25,000.  
Contact [itdprocurement@nd.gov](mailto:itdprocurement@nd.gov) | Documentation is required.  
[Alternate Procurement form](#) required if competition is not solicited from at least three vendors.  
The form is not required if three vendors are solicited and fewer than three bids or proposals are received. |
| **Level 3**  
Informal Written Purchase  
At least $50,000 but less than $100,000 | Solicit informal bids or proposals using SPO Online with appropriate state bidders list. May send to additional vendors.  
OMB: ITD must review IT purchases over $25,000.  
Contact [itdprocurement@nd.gov](mailto:itdprocurement@nd.gov) | Documentation is required  
[Alternate Procurement form](#) required if:  
1. Competition is not solicited.  
2. SPO Online is not used.  
3. OMB: Competition is limited. |
| **Level 4**  
Formal Purchase  
$100,000 and over | Must be purchased using formal sealed bids or Request for Proposal (RFP). Solicitations must be posted using SPO Online with appropriate state bidders list. May send to additional bidders.  
OMB: ITD must review IT purchases over $25,000.  
Contact [itdprocurement@nd.gov](mailto:itdprocurement@nd.gov) | Documentation is required.  
[Alternate Procurement required](#) if:  
1. Competition is not solicited, or competition is limited.  
2. SPO Online is not used.  
3. OMB: Competition is Limited. |

Questions? Contact OMB State Procurement at [infospo@nd.gov](mailto:infospo@nd.gov) or 701-328-1726