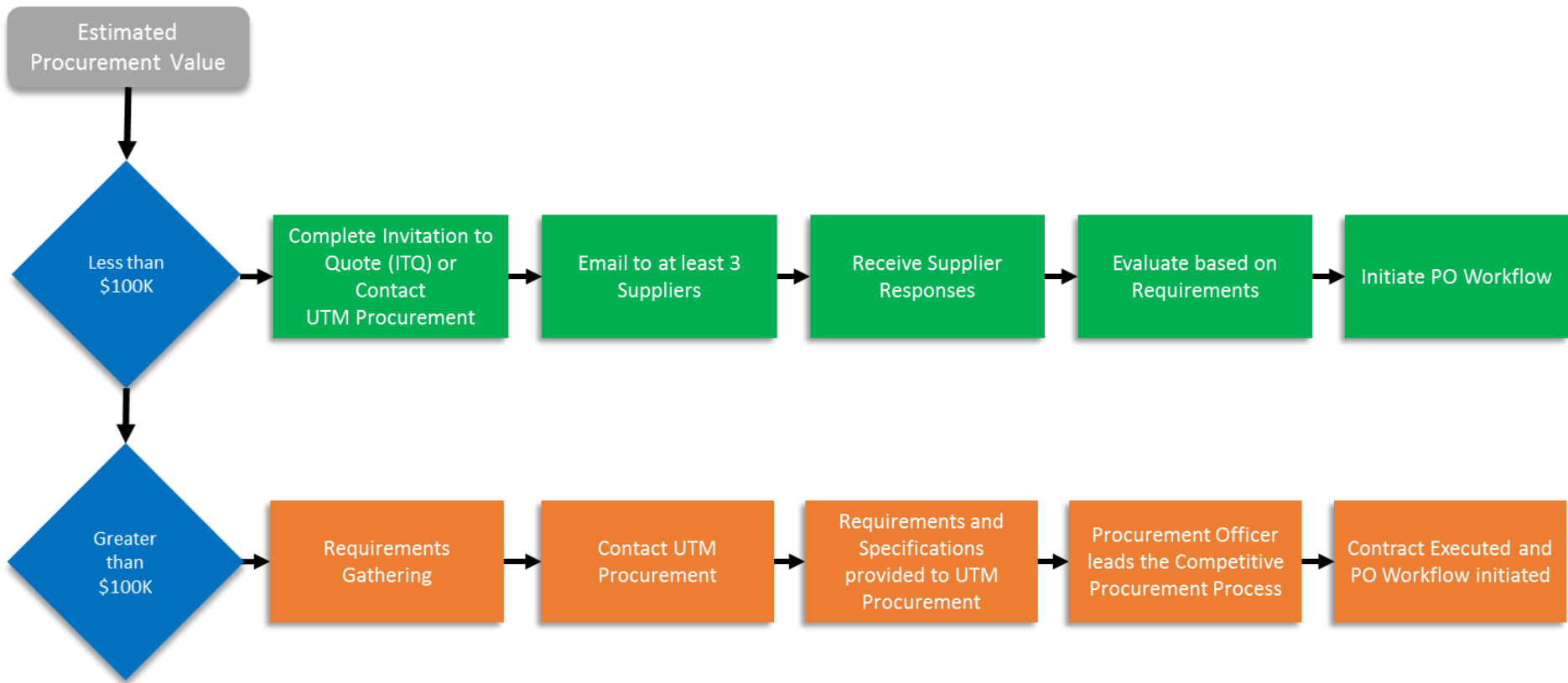


Procurement Policy Thresholds

Category	Threshold	Requirements	Authority
Goods & Non-Consulting Services	• \$0 – \$4,999	• 1 Quote	• Local Unit
	• \$5,000 – \$24,999	• 2 Quotes	• Local Unit
	• \$25,000 – \$99,999	• 3 Quotes	• Local Unit
	• \$100,000+	• RFP	• UTM Procurement
Consulting Services*	• \$0 – \$99,999	• 3 Quotes	• Local Unit
	• \$100,000+	• RFP	• UTM Procurement

Procurement Process Map



Calculating Total Cost of Ownership

Formula

$$\text{Purchase Value (Equipment)} + \left[\text{Annual Maintenance / Service} \times \text{Number of Years} \right] = \text{Total Cost of Ownership}$$

Sample Calculation

$$\$25,000.00 + \left[\$10,000.00 \times 5 \right] = \$75,000.00$$