## 1. Introduction

This document outlines procurement policies for equipment and services within the Department.

## 2. Thresholds

Purchases under \$10,000 may be approved by department heads. Anything above requires Procurement Office approval.

## 3. Vendor Guidelines

Vendors must be registered and compliant with federal guidelines.

## 4. Bidding

All purchases over \$50,000 require competitive bidding unless otherwise exempted.