CONTRACTING AUTHORITY CHEAT SHEET

Level 1 Contract Authority (less than or equal to $5,000)

INCLUDED in Level 1 Contracting Authority:
• Purchase Goods & Trade Services with value of less than or equal to $5,000
  o Using a UO Purchase Order less than or equal to $5,000.
  o Using invoices less than or equal to $5,000
  o Banquet Event Orders under existing PCS approved contract

NOT INCLUDED in Level 1 Contracting Authority:
• Any purchase over $5,000
• Purchase Orders over $5,000
• Any Personal Service Contracts at any value
• Any vendor contracts, invoices, estimates, order forms, or quotes at any $ amount
• Any changes to the UO Purchase Order Template
• Any purchase subject to legal review
• Any contract with a current or former UO employee, including student employees

Level 2 Contracting Authority (less than or equal to $25,000)

INCLUDED in Level 2 Contracting Authority:
• Purchase goods, trade services and personal services less than or equal to $25,000
• Using specific UO templates:
  o Purchase Order using UO Terms & Conditions
  o Personal Service Contracts using UO Terms & Conditions
  o Facility Use Agreements
  o Incoming Property Loan Agreements
  o Banquet Event Orders under existing PCS approved contract

NOT INCLUDED in Level 2 Contracting Authority:
• Specific UO templates over $25,000
  o Purchase Order
  o Personal Service Contracts
  o Facility Use Agreement
  o Incoming Property Loans
• Any vendor contracts, invoices, estimates, order forms, or quotes at any $ amount
• Any changes to the UO templates
• Any contract (including UO templates) subject to legal review
• Any UO custom contracts
• Any contract with a current or former UO employee, including student employees
• Any contract where services will be provided by an individual in a foreign country