

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
 - Using a UO Purchase Order less than or equal to \$5,000.
 - Using invoices less than or equal to \$5,000
 - Banquet Event Orders under existing PCS approved contract
- Honorarium Contracts

NOT INCLUDED in Level 1 Contracting Authority:

- Any purchase over \$5,000
 - Purchase Orders over \$5,000
 - Any Personal Service Contracts at any value (not including Honorarium Contracts)
 - 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
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Level 2 Contracting Authority (less than or equal to \$25,000)

INCLUDED in Level 2 Contracting Authority:

- Honorarium Contracts
- Purchase goods, trade services and personal services less than or equal to \$25,000
 - Using specific UO templates:
 - Purchase Order using UO Terms & Conditions
 - Personal Service Contracts using UO Terms & Conditions
 - Facility Use Agreements
 - Incoming Property Loan Agreements
 - Banquet Event Orders under existing PCS approved contract

NOT INCLUDED in Level 2 Contracting Authority:

- Specific UO templates over \$25,000
 - Purchase Order
 - Personal Service Contracts
 - Facility Use Agreement
 - 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