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

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