Notice to all BuyWays Users

Listed below is an important purchasing change:

The dollar amount at which some commodities require Procurement approval has changed.

**New Commodity Approval Level**

Beginning January 2, 2017, the current requisition Procurement approval level for a few commodities will change from $10,000.00 to $0.

All requisitions for the following commodities will require Procurement approval at zero dollars:

- Business Meetings/Conferences
- Consulting Services, includes CFS
- Fees/Licenses/Permits (excluding IT software)
- Lease/Rental for Space or Property)
- Lease/Rental Equipment (excluding IT)
- Rental Event-Equipment

This change will assist with expediting the process of obtaining the Contracts and Compliance Office approval. All documents that require a signature must be attached to the requisition. Examples of documents that require a signature include: contracts for services, maintenance agreements, rental agreements, licenses, and leases. The complete list of workflow by commodity codes is available on the BuyWays Help Page.

If you have any questions, please call the Procurement Help Line @7-5060.