

# Bid Thresholds and Requirements

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**Under \$5,000**

- Requisition & Purchase Order not required unless payable to an individual

**\$5,000 - \$9,999**

- Informal quotes from multiple vendors required
- Requisition & Purchase Order required

**\$10,000 - \$24,999**

- Competitive written quotes from multiple vendors required
- Requisition & Purchase Order required

**\$25,000 and Over**

- Sealed bids required from multiple vendors (contact your assigned Buyer)
  - Requisition & Purchase Order required
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