



SAU 70

Dresden, Hanover, and Norwich School District
 Business & Finance
 41 Lebanon Street, Suite 2
 Hanover, NH 03755

Quick Guide to Purchasing Thresholds

Amount of Purchase	Procedure
\$0.01 to \$50.00	<ul style="list-style-type: none"> Handled internally as per section 13, Petty Cash Accounts, Itemized receipts required.
\$50.01 to \$150.00	<ul style="list-style-type: none"> Complete and submit purchase requisition to Finance Office for approval with appropriate documentation. Formal purchase order(s) will be generated on a weekly basis.
\$150.01 to \$14,999.99	<ul style="list-style-type: none"> It is recommended the buyer obtain three bids by telephone, Internet or other source, but buyer may elect to seek a price from a single source. See Soul Source guidance if electing this option.
\$150.01 to \$14,999.99	<ul style="list-style-type: none"> It is recommended the buyer obtain three bids by telephone, Internet or other source, but buyer may elect to seek a price from a single source. See Soul Source guidance if electing this option.
\$15,000.00 - \$99,999.99 Norwich purchasers see Section 2, (6)	<ul style="list-style-type: none"> Obtain three written quotes for items. Superintendent must approve the decision to use telephone bids if deemed necessary due to time constraints. Complete and submit purchase requisition to Finance Office for approval with adequate documentation showing quotes received. Formal purchase orders(s) will be generated on a weekly basis
\$100,000 (+)	<ul style="list-style-type: none"> Prepare written uniform specifications as detailed in section 9. Solicit for public bids on District website. Complete and submit purchase requisition to Finance Office for approval with outline of bids received. Selected vendor will be vetted from www.sams.gov. Attach sheet proving

	<p>vendor isn't debarred. After the Superintendent or Business Administrator signs the contract, a formal purchase order will be generated.</p>
--	---