

What does the change in delegated authority from \$5,000 to \$25,000 mean for me?

It's actually pretty simple. Until now you were able to create purchase orders up to \$5,000 without going through Procurement. This change means that you can now create purchase orders of up to \$25,000 without going through Procurement.

Does this change mean more work for me?

Not at all. If you know what you want, who you want to buy from and if you are spending less than \$25,000, your requisition will become an automatic purchase order without any further intervention on your part.

What if the vendor requires me to sign a contract or terms and conditions?

Just as you have been doing for purchases under the old \$5,000 limit send a copy of the contract or terms and conditions to the Delegated Procurement Team by email at pcard@umd.edu. They will review the documents and if there are any problems they will let you know what needs to be done. Please be sure to give them a few days to review everything just in case they have to send them off to the legal office for further review.

What I need to buy is complicated and I really need Procurement's help but I'm spending less than \$25,000. How can I get help?

Not to worry, the Procurement staff is still available to work with you. There are two easy ways to make sure that we see your requisition. Either don't select a vendor, or fill in a dollar amount in the "do not exceed" field at the bottom of the requisition. Either way it will not become a purchase order automatically but will instead come straight to Procurement.