



Procurement Services  
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**Uniform Guidance Rules for Purchases using Federal Funds  
Reference Code of Financial Regulations 200.317-200.326  
Effective July 1, 2018**

**All purchases using Federal Funds must be made according to the following guidelines.**

**Micro-Purchases – Single Purchases valued at \$5,000 or less**

These purchases may be made based on one quote obtained for the item.

**Small Purchases – Single Purchases valued at \$5,001 - \$40,000**

These purchases require a minimum of three formal competitive quotes. These Quotes shall not include online shopping carts or other informal quote types. All quotes must consider any shipping, delivery or other charges in effect.

**Large Purchases – Single Purchases valued at \$40,001 or greater**

These purchases require a formal bid or RFP process. Bids will be opened and read publicly. They should include a realistic specification that does not, by its nature preclude competition in the solicitation of bids.

**Non-Competitive (Sole Source) Proposals**

Non-competitive proposals may only be used if the Federal awarding agency specifically authorizes such transactions in writing. Without such authorization, the bidding requirements above shall be followed.

All purchases made must be in full compliance with all MSU regulations including those regarding conflict of interest, use of small, minority and women-owned businesses when available, purchase approvals and bonding requirements.

Questions regarding any purchase should be sent to the Director for Procurement Services at 270-809-4090.

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