

## MGIC Procurement Thresholds & Requirements

Procurement Level	Required Approvals for purchasing on behalf of:		Requirements for Completion Prior to Procuring (in addition to approvals)
	UMB Unit/Dept	IO/MGIC Office	
Less than US\$200 (up to \$199.99)	UMB unit/dept	MGIC office	<ul style="list-style-type: none"> <li>• Purchase Requisition</li> <li>• No Purchase Order (PO) or Procurement Agreement required</li> <li>• US government (USG) compliance check required <i>(completed by International Operations (IO) for UMB units)</i></li> </ul>
From US\$200 to \$3,499.99	UMB unit/dept	MGIC office	<ul style="list-style-type: none"> <li>• Purchase Requisition and PO/Procurement Agreement required</li> <li>• Payment by check or bank transfer</li> <li>• Competitive process not mandatory</li> <li>• USG compliance check required <i>(completed by IO for UMB units)</i></li> </ul>
From US\$3,500 to \$4,999.99	UMB unit/dept	MGIC office	<ul style="list-style-type: none"> <li>• Purchase Requisition and PO/Procurement Agreement required</li> <li>• Competitive bidding or sole-source justification required</li> <li>• Procurement committee recommended</li> <li>• USG compliance check required <i>(completed by IO for UMB units)</i></li> </ul>
From US\$5,000 to \$9,999.99	UMB unit/dept  UMB department administrator	MGIC office	<ul style="list-style-type: none"> <li>• Purchase Requisition and PO/Procurement Agreement required</li> <li>• Competitive bidding or sole-source justification required</li> <li>• Procurement committee recommended</li> <li>• USG compliance check required <i>(completed by IO for UMB units)</i></li> </ul>
From US\$10,000 to \$34,999.99	UMB unit/dept  UMB department administrator	MGIC office  MGIC President	<ul style="list-style-type: none"> <li>• Purchase Requisition and PO/Procurement Agreement required</li> <li>• Competitive bidding or sole-source justification required</li> <li>• Procurement committee required</li> <li>• USG compliance check required <i>(completed by IO for UMB units)</i></li> </ul>
From US\$35,000 to \$99,999.99	UMB unit/dept  UMB department administrator	MGIC office  MGIC President	<ul style="list-style-type: none"> <li>• Purchase Requisition and PO/Procurement Agreement required</li> <li>• Advertising recommended</li> <li>• Competitive bidding or sole-source justification required</li> <li>• Procurement committee required</li> <li>• USG compliance check required <i>(completed by IO for UMB units)</i></li> </ul>
From US\$100,000 or more	UMB unit/dept  UMB department administrator	MGIC office  MGIC President	<ul style="list-style-type: none"> <li>• Purchase Requisition and PO/Procurement Agreement required</li> <li>• Advertising required</li> <li>• Competitive bidding or sole-source justification required</li> <li>• Procurement committee required</li> <li>• USG compliance check required <i>(completed by IO for UMB units)</i></li> </ul>