

## Purchasing Basics

The following purchasing basics are intended to summarize general guidance in making purchases for the University.

- Procurement purchases over \$10,000 must be competitively bid.
- Regardless of funding source (E.g., state, grant, foundation), if the purchase and/or payment goes through Purchasing and/or the Controller's office, state procurement rules must be followed.
- No Sales Tax. It is your responsibility to notify the vendor that ULM is a tax exempt agency. Click [here](#) for vendor specific