2.11 Small Dollar Purchases for IT Related Goods and Services

The North Carolina Administrative Code related to IT Procurement defines small dollar purchases of goods and services, including software, as those that do not exceed $25,000 and are not available on a North Carolina state term contract. Per NCAC 06B.0301 (c) and further stated in the state’s Division of IT Purchasing Manual, sections 3.3 and 3.5, these purchases do not require competition be sought. This rule applies **ONLY** to IT related purchases and is applied to IT related purchases by all campus departments, not simply those procured by OneIT. The procedures listed below state the procurement process to be followed for small dollar IT purchases, but do not supersede or eliminate internal restrictions or review requirements put in place by OneIT.

- The campus department will determine their need for the IT related goods or services, including software, and estimate the total cost.
- If the total cost for the aggregate need does not exceed $25,000, the small dollar IT procurement rules will apply. However, if the total cost exceeds that threshold, a competitive solicitation or waiver request will be required.
- Departments are encouraged, but not required, to collect three written quotes to determine the best value for small dollar IT purchases.
- The department will enter a requisition onto the 49er Mart system to the preferred supplier and attach any supporting documentation. The department will also add an internal note stating, “Price is fair, reasonable, and in line with prevailing market conditions.”
- The Purchasing Office will review the request and alert OneIT if review and/or approval is necessary for both software and hardware products.
- After all reviews are complete, the Purchasing Office will add an internal note referencing NCAC 06B.0301, approve the request, and a purchase order will be issued.

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