

Explanation of Purchasing Authorities

NOTE: All personnel who have a purchasing delegation will have Level 1 procurement certification training or higher.

One Card transactions (NTE One Card transaction limit).

The division director will decide the specific purchasing limits for each individual that will be authorized the use of a one card. This limit must match the original single purchase limit set on the cardholder usage agreement and will not exceed the individuals purchasing certification level.

Solicit and make purchases NTE \$50,000.

Limits will be set by the division director, but will not exceed \$10,000 or the individuals purchasing certification level. For purchases over \$10,000, submit a PR to procurement.

Place orders from existing Statewide contracts per contract terms (limit as needed) (NOTE: Agencies must provide the procurement office with a copy of the order used to make purchases against existing Statewide contracts.)

Limits will set by the division director but will not exceed \$100,000.

Place orders from existing Department contracts per contract terms.

Purchases from existing Department contracts will **ONLY** be made by procurement personnel and AMYA supply technicians. (MASTER AGREEMENTS)

Make emergency purchases per AS 36.30, 2 AAC 12, and AAM 81 (limit as needed, NTE \$500,000. Procurement personnel are exempt from the NTE limit).

(NOTE: Emergency procurements may be made when there is an existing threat to public health, welfare or safety and when procurement through competitive sealed bidding or competitive sealed proposals is impracticable or contrary to public interest or to protect public or private property. A written determination by the Chief Procurement Officer must be made prior to responding to the emergency, except for when action must be taken in less than 72 hours.)

Limits will be set by the division director, but will not exceed \$500,000 or the individuals purchasing certification level. If practical, approval by the head of the Department or his/her designee must be obtained prior to an emergency procurement of \$500,000 or more is made.