1. **Important Note:**
   Capital Expenditures - Single items costing $5,000 or greater are not allowed on the Purchasing Card. The purchaser must submit a Requisition for these expenditures.

2. **Purchases < $10,000 (Sponsored or Non-Sponsored Project Expenditures)**
   - For purchases less than $10,000, the purchaser, using a Purchasing Card, will award an order to the supplier.
   - While quote documentation is not required for purchases less than $10,000, the purchaser is expected to exercise good stewardship of University funds and determine that the selected supplier is competitive with other suppliers offering similar goods. Single purchases split into multiple transactions to circumvent spending limits are prohibited.

3. **Monthly Limit - $30,000 (for total monthly purchases)**

4. **Daily Transaction Limit - The number of daily transactions is not to exceed 20 transactions**

5. **Budget - Purchases MUST not exceed budget limitations**