

# Munis Entry Cheat Sheet

## Requisition Dept# with R or B for Bid

- Orders \$5,000+ per Vendor
  - **Cumulative through Fiscal Year**
- Sole Source/Proprietary
- Emergency Purchases
- State Contract, Cooperative Agreements, ITB, or RFP Purchases
- Copier Charges & Postage
  
- \$5,000-\$9,999
  - Informal Bid
  - Needs 3 Quotes (1 SWAM)
- \$10,000-\$30,000
  - Can be informal
  - Needs 4 Quotes (2 SWAM)
- Purchases on State Contracts in amounts \$10,000+ can go on requisition W/O bid.
- \$30,000+
  - Must be a formal bid (Procurement)

## Requisition Dept# with D (Formerly DPO)

- Orders \$0.01-\$4,999.99
- 2 Quotes Required (At least 1 SWAM)
- DMBE Searches must NOT be specific (e.g. 'Toner' instead of 'Dell Toner' or 'Office Supplies' instead of 'Bic Ballpoint Pens')

**\*\*\*You cannot spend \$5,000+ on a vendor in a fiscal year w/o a Purchase Order that is approved by Procurement.**

## Invoice Entry (Formerly Check Request)

- Travel A & B
- Mileage
- Employee Reimbursement  
**(CANNOT EXCEED \$25!)**
- Registrations
- Travel Related Costs (Hotels, Airfare, etc.)
- School Reimbursement

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