

| Knoxville Campus Policy:<br>FI0405-K Procurement |                            |
|--------------------------------------------------|----------------------------|
| Version 2                                        | Effective Date: 09/24/2025 |

## Objective

To provide policies and procedures for the informal bidding process as a supplement to fiscal policy.

## Scope

This Procedure applies to all Knoxville campus employees, including UTSI and UTIA.

## Roles

Fiscal Policy FI0405 allows campuses to perform an informal bid process up to a dollar amount of \$49,999. The Knoxville and UTSI campuses, as well as UTIA, must receive prior approval through the Campus Business Officer (CBO) or their designee for authorization to informally bid goods or services from \$10,000 to \$49,999 at the department level. If authority is granted by the campus, the applicable associate and the Purchasing Director will be notified by the CBO or designee the dollar threshold of informal bid approval as well as permissible goods or services.

## Procedure

The department head must submit a request to the CBO stating the following:

1. The purpose of the request and the benefits to be obtained by the delegation of the informal bid process.
2. Acknowledgement that the Informal Bid rules have been read and thoroughly reviewed with staff responsible for this process. See [Procedure for Fiscal Policy FI0405: Procurement - Informal Bid Procedures - UT System Policies](#).
3. A statement the department, nor any related personnel have been notified of purchasing violations within the past 24 months.
4. A listing of personnel who will participate in preparing/performing departmental informal bids.
5. A description of applicable goods and services included in the informal bid request.
6. A statement that the department will follow all related purchasing policies.
7. Authorization from the College or Unit's Budget Director or lead Campus Fiscal Office.

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Upon review of the request, the CBO will decide whether the request is granted as well as application of any special considerations or restrictions related to the authority granted. The CBO may rescind authority granted under this policy at any time.

### **Penalties/Disciplinary Action for Non-Compliance**

Procedure violations may result in disciplinary action in accordance with established policies and procedures, as appropriate.

### **Campus Responsible Official & Additional Contacts**

| Subject Matter                          | Office Name | Telephone Number | Email/Web Address   |
|-----------------------------------------|-------------|------------------|---------------------|
| Policy Clarification and Interpretation | AVC, F&A    | (865) 974-1000   | avcfinadmin.utk.edu |
| Policy Training                         | AVC, F&A    | (865) 974-1000   | avcfinadmin.utk.edu |

### **Related Policies/Guidance Documents**

UTSA FI0405 – Procurement