



**THE UNIVERSITY OF
NORTH CAROLINA SYSTEM**

Purchasing Authority

Revised 6/11/2025

Purchasing Benchmark Tiers

1

General Fund > \$180M

- Appalachian State University
- East Carolina University
- North Carolina Agricultural & Technical State University
- NC State University
- University of North Carolina at Chapel Hill
- University of North Carolina at Charlotte
- University of North Carolina at Greensboro
- University of North Carolina Wilmington

2

General Fund \$80M - \$180M

- North Carolina Central University**
- University of North Carolina at Pembroke
- Western Carolina University
- Winston-Salem State University

3

General Fund < \$80M

- Elizabeth City State University
- Fayetteville State University
- North Carolina School of Science & Mathematics
- PBS North Carolina*
- University of North Carolina Asheville
- University of North Carolina School of the Arts
- University of North Carolina System Office*

**Requires System Office approval on all purchases > \$29K*

***Requires System Office approval on purchases over Tier 3 benchmark, effective 3/12/25*

Tier 1

Internal
Campus
Process

State Term Contract

Yes

No

or

> 30% State Funds Use

No

Yes

or

Total Cost
(Including Optional Renewals)

≤ \$500K

> \$500K

Purchase Category

IT Related

Consulting¹

Non-IT Related¹

Approval Required

System Office²

NCDOA P&C

¹ Purchases >\$1M require the submission of a [NCDOA P&C High Value Form](#).

² Purchases must have the final contract draft reviewed by the institution's GC prior to the submission of a [System Office Purchase Approval Form \(SOPAF\)](#).

Tier 2

Internal
Campus
Process

State Term Contract

Yes

No

or

> 30% State Funds Use

No

Yes

or

Total Cost
(Including Optional Renewals)

≤ \$250K

\$250K - \$500K

> \$500K

Purchase Category

Any Purchase Category

IT Related

Consulting¹

Non-IT
Related¹

Approval Required

System Office²

NCDOA P&C

¹ Purchases >\$1M require the submission of a [NCDOA P&C High Value Form](#).

² Purchases must have the final contract draft reviewed by the institution's GC prior to the submission of a [System Office Purchase Approval Form \(SOPAF\)](#).

Tier 3

Internal
Campus
Process

State Term Contract

Yes

No

or

> 30% State Funds Use

No

Yes

or

Total Cost
(Including Optional Renewals)

≤ \$100K

\$100K - \$500K

> \$500K

Purchase Category

Any Purchase Category

IT Related

Consulting¹

Non-IT
Related¹

Approval Required

System Office²

NCDOA P&C

¹ Purchases >\$1M require the submission of a [NCDOA P&C High Value Form](#).

² Purchases must have the final contract draft reviewed by the institution's GC prior to the submission of a [System Office Purchase Approval Form \(SOPAF\)](#).

Approval Processes

UNC System Office

Workflow (Automated Webform)

- [System Office Purchase Approval Form \(SOPAF\)](#) submission
- Institution's Purchasing Director endorsement
- Institution's CFO endorsement
- System Office Purchasing Director review
- System Office CFO review
- Approved/Denied package returned to institution

NCDOA Purchase & Contract

Workflow (eProcurement)

- Visit [Procurement Information Portal \(PIP\)](#) for instructions (Strategic Sourcing)
- ePro form submission
- P&C review
- Approved/Denied in *My Documents* portlet in ePro