



**THE UNIVERSITY OF  
NORTH CAROLINA SYSTEM**

# Purchasing Authority

Revised 5/5/2025

# 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

> 30% State Funds Use

No

Yes

Total Cost  
(Including Optional Renewals)

≤ \$500K

> \$500K

Purchase Category

IT Related

Consulting

Non-IT Related

Approval Required

System Office

NCDOA P&C

All purchases > \$1M must have the contract reviewed by the institution's GC and submit a [NCDOA P&C High Value Form](#)

# Tier 2

Internal  
Campus  
Process

State Term Contract

Yes

No

> 30% State Funds Use

No

Yes

Total Cost  
(Including Optional Renewals)

≤ \$250K

\$250K - \$500K

> \$500K

Purchase Category

Any Purchase Category

IT Related

Consulting

Non-IT  
Related

Approval Required

System Office

NCDOA P&C

All purchases > \$1M must have the contract reviewed by the institution's GC and submit a [NCDOA P&C High Value Form](#)

# Tier 3

Internal  
Campus  
Process

State Term Contract

Yes

No

> 30% State Funds Use

No

Yes

Total Cost  
(Including Optional Renewals)

≤ \$100K

\$100K - \$500K

> \$500K

Purchase Category

Any Purchase Category

IT Related

Consulting

Non-IT  
Related

Approval Required

System Office

NCDOA P&C

All purchases > \$1M must have the contract reviewed by the institution's GC and submit a [NCDOA P&C High Value Form](#)

# Approval Processes

## UNC System Office

### Workflow (Automated Webform)

- [Purchasing Approval Form](#) 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