

Under \$1,000 Exemption

Ohio Revised Code (ORC) §5705.41(D)(2) authorizes the BOC to exempt certain purchases of \$1,000 or less from the certificate of availability of funds approval process. All purchases over \$1,000 must have certification of available appropriations to verifying funding for payment (encumbrances).

This does not mean that you can “bypass” the process by creating numerous purchase requisitions for the same vendor under \$1,000.

If you are going to be paying a vendor less than \$1,000 throughout the year, you can enter a purchase requisition for under \$1,000. The purchases should be unique or unexpected. You should not create purchase requisitions for any recurring expenses that were approved in your budget (unless you are not going to spend more than \$1,000 with the vendor the year).

Even though you do not have to go through the Procurement Department you still have to attach documentation to the purchase requisition showing what will be purchased. All purchase requisitions, no matter the amount should have some type of supporting documentation attached.