

Delegation for Procurement Contract Approval (FMC 3.2 – January 1, 2022)

Section 1 – General Policy: The expenditure of public funds shall be made in such a manner as to maximize the purchasing value of the funds of the State. Procurements shall be designed to foster effective broad based competition and to assure the quality, integrity, and efficiency of the state procurement system.

Section 2 – Procurements over \$1,000,000: For procurements equal to or greater than one million dollars (\$1,000,000), the agency CFO, Controller, or contract administrator shall notify the State Budget Agency (SBA) budget analyst of the planned procurement (i.e. RFP, Special Procurement, etc.).

Section 3 – Requisitions under \$75,000: For requisitions for the purchase of equipment, goods, or services, the cost of which is less than seventy-five thousand dollars (\$75,000), the State Budget Agency hereby delegates approval authority to the Department of Administration (IDOA).

Section 4 – No Change to other Agency Procedures: The procedures of the Office of the Attorney General (OAG), IDOA, and the Auditor of State are not affected by this policy. All procurements shall continue to require the procedures which those agencies have in place for procurement and contracting.

Section 5 – Supersede Prior FMCs: The provisions of this Financial Management Circular supersede the provisions of FMC #86-3 which became effective November 1, 1986, FMC #94-3 which became effective January 1, 1995, and FMC #98-2 which became effective April 1, 1998.



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State Budget Agency