

Date Sent: September 5, 2017
To: Purchmerge@list.pitt.edu

Subject: PantherExpress Changes Effective Today

Effective today the University's competitive bid threshold has increased from \$5,000 to \$10,000. Punchout, catalog, non-catalog, blanket, and service agreement transactions in the PantherExpress system that are \$10,000 or less will no longer require Purchasing Services review nor a Directed or Sole Source Justification form. The threshold requirement for export control classifications has also increased to \$10,000.

Except for authorized purchases from delegated purchasing units, purchases greater than \$10,000 must be reviewed by the Purchasing Services Department and will require competitive bidding or a Directed or Sole Source Justification form. The export control review required of certain responsibility centers and departments, as further described on the [Requisition Checklist](#), will be required for purchases of greater than \$10,000.

The invoice approval threshold ("OK to Pay") and the capitalization threshold remain at \$5,000. The existing PantherExpress System requisition approval requirements will remain the same for approvals between \$0.00-\$500.00, \$500.01-\$5,000.00, and \$5000.01 and above.

Various purchasing-related documents have been updated to reflect the increased threshold, where applicable, and are available for download from the [forms page on the PantherExpress website](#).

Buyer Level 4 Updates

User Profile Forms for Buyer Level 4 are being processed in order of receipt. Buyer Level 4 users will receive a notification through the PantherExpress System once all forms have been processed. You may check your permission level in the PantherExpress System by logging into the system software and viewing your user profile. To do so, go to your name at the top right corner, click on the dropdown arrow, and click on "view my profile." From the menu on the left, click on "User Roles and Access," and then click on assigned roles.

Please note: The new \$10,000 Purchasing Services review threshold will automatically go into effect for all current Department Buyers. Existing Department Buyers do not need to update their buying role in the PantherExpress System. The new Department Buyer Level 4 role is now in place to allow these Department Buyers to purchase items up to \$10,000 without the need for department approval. The departmental approval for Buyer Levels 1, 2, and 3 remains unchanged.

Policy Updates

Four policies have been updated to reflect this threshold increase:

- 05-02-05, Department Purchasing Authority and Responsibilities,
- 05-02-13, Supplier Loaned Property,
- 05-02-16, Competitive Bidding,
- 05-02-17, Directed or Sole Source Purchase Justification.

A number of smaller changes to improve clarity of information were also made. A detailed list of specific changes to each policy is available on the [PantherExpress Website](#).

In addition to these four policies, we have also updated Policy 05-02-18, Supplier Code of Conduct, to remove the stated requirement for suppliers to receive written authorization from the Purchasing Services Department to “demonstrate products” or to “make unsolicited calls on University departments” from the Solicitations by Supplier section, unless required by the [Schools of Health Sciences Industry Relations Policy](#).

If you have any questions, please contact PantherExpress Customer Service by [submitting an inquiry](#) or calling 412-624-3578.

Thank you,
University of Pittsburgh, PantherExpress