

UNIVERSITY OF MINNESOTA

ORDERS THAT EXCEED \$10,000 AFTER ADDING SHIPPING

Departments should be extra careful when issuing department purchases that are close to the \$10,000 limit. They should always inquire about any shipping, freight, or handling costs so that can be incorporated into the total cost.

If departments have a purchase where shipping will put it over the \$10,000, have them put it on a requisition.

If the department issues an order for under \$10,000 but the invoice comes in at or above \$10,000 because of shipping and handling, this does not need to be recorded as a Regent's Policy violation.