ORDER SPLITTING

The State Procurement Code prohibits order splitting to avoid the single procurement threshold (small dollar threshold). There are two limit categories you should be aware of when making purchases.

1. Your PCard Single Transaction Limit (ranging from $100.00 to $5,000.00)
2. Small Dollar Threshold ($5,000.00)

The PCard single transaction limit is set with the bank for an individual charge. Multiple charges to a merchant, totaling an amount that exceeds your single transaction limit or the small dollar threshold, made on the same day or within a period of days, is a split transaction. Recent changes in the State law for splitting a transaction to avoid the small dollar threshold include criminal penalties.

Split Transactions may include but are not limited to:

- for separate Invoices
- for separate Projects
- for separate Jobs
- for separate Accounting Chartfields
- for separate Events
- for separate Deposits
- for separate Labs
- for separate Orders
- for separate Items
- for separate Sizes

The Procurement Price must include the total acquisition price, i.e. cost of goods/services plus shipping, installation, ancillary items, training, tips, etc.

If you are unsure what your PCard single transaction limit is you can find out by:
1. Have your reallocator look up your limit in the Reallocation System
2. Calling the Purchasing Department

The Big 3:

If you answer YES to all three of the questions below, for purchases not on a contract, you may be dealing with a split transaction.

Are the charges with the same Merchant?
Are the charges on the same day or within a 2-3 day period?
Does the total amount of the charges exceed your single transaction limit?

Questions? Call the Purchasing Department at 801-581-7241

Occasionally an exceptional circumstance may require a purchase that would appear to be a split transaction. Contact Purchasing for a pre-approval or recommendation.