University Policy 3-191: Small Purchases and Expedited Procurement:

3.   Splitting of $5,000 purchase orders is forbidden. Each direct purchase through use of a purchase order of $5,000 or less requires issuance of a separate purchase order prior to placing the order with the vendor.

    a.   Items or services that cost more than $5,000 may not be divided among two or more purchase orders of $5,000 or less in order to avoid normal requisitioning Procedures.

    b.   The simultaneous procurement of multiple units or identical items, each of which costs $5,000 or less but aggregating more than $5,000 in total cost, must be requisitioned through normal Procedures. (See **Policy 3-190**.)

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State Procurement Code:

63G-6a-408 (Effective 05/01/13). Small purchases.
(1) The applicable rulemaking authority may make rules governing small purchases, including:
(a) establishing the maximum expenditure that may qualify as a small purchase, unless otherwise provided by statute;
(b) establishing expenditure thresholds and procurement requirements related to those thresholds; and
(c) the use of electronic, telephone, or written quotes.
(2) (a) Except as provided in Subsection (2)(b), a public procurement unit may not obtain a procurement item through a small purchase procurement process if the procurement item may be obtained through a state contract.
(b) Subsection (2)(a) does not apply:
(i) to a non-executive state procurement unit;
(ii) if the procurement officer or the head of the state purchasing unit authorizes an exception to the requirement; or
(iii) to a local public procurement unit.
(c) An entity that is exempt from the requirements of Subsection (2)(a) is encouraged, but not required, to comply with Subsection (2)(a).
(3) (a) Except as provided in Subsection (3)(b), a public procurement unit:
(i) may not use the small purchase procurement process described in this section for ongoing, continuous, and regularly scheduled procurements; and
(ii) shall make its ongoing, continuous, and regularly scheduled procurements through a contract awarded through a procurement process described in this chapter or an applicable exception to a procurement process.
(b) Subsection (3)(a) does not apply to an ongoing, continuous, or regularly scheduled procurement to the extent that the total expenditures for the procurement during a fiscal year do not exceed the maximum expenditure that the public procurement unit is permitted to make under this section, as established by rule made by the applicable rulemaking authority.
(4) It is unlawful for a person to intentionally or knowingly divide a procurement into one or more smaller procurements with the intent to make a procurement:
(a) qualify as a small purchase, if, before dividing the procurement, it would not have qualified as a small purchase; or
(b) meet a threshold established by rule made by the applicable rulemaking authority, if, before dividing the procurement, it would not have met the threshold.
(5) A division of a procurement that is prohibited under Subsection (4) includes doing any of the following with the intent or knowledge described in Subsection (4):
(a) making two or more separate purchases;
(b) dividing an invoice or purchase order into two or more invoices or purchase orders; or
(c) making smaller purchases over a period of time.
(6) A person who violates Subsection (4) is subject to the criminal penalties described in Section **63G-6a-2305**.
(7) The Division of Finance within the Department of Administrative Services may conduct an audit of a public procurement unit in the state executive branch to verify compliance with the requirements of this section.

(8) A public procurement unit in the state executive branch may not make a small purchase after January 1, 2013, unless the chief procurement officer certifies that the person responsible for procurements in the public procurement unit has satisfactorily completed training on this section and the rules made under this section.