



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

ASSOCIATE VICE CHANCELLOR  
for FINANCE

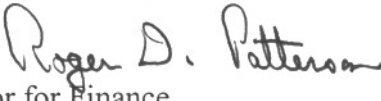
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## MEMORANDUM

**DATE:** May 10, 2005

**TO:** Deans, Directors and Department Heads

**FROM:** Roger D. Patterson   
Associate Vice Chancellor for Finance

**RE:** Bid Process

This memorandum is a reminder that the State of North Carolina's bid procedures require State agencies to follow a formal competitive bid process for items greater than \$10,000 (see Material & Disbursement Services Policy Statement 6). In the past, exceptions to the dollar limit were mistakenly granted by University Purchasing in certain limited cases. These exceptions are no longer allowed.

Most units are already in full compliance with the formal competitive bid procedures and exemptions are no longer being granted. However, it has come to our attention that in certain rare cases, units may have entered into prior written agreements based on the exclusions that were previously granted by University Purchasing. If any of these situations still exist, exceptions to the current policy may be granted, but only until June 30, 2005, and with supporting documentation that a prior written agreement exists. Effective July 1, 2005, exemptions cannot be granted under any circumstances.

If you have questions about this memorandum, please contact Ms. Martha Pendergrass at 919-843-5048 or [mjpende@email.unc.edu](mailto:mjpende@email.unc.edu).