

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS) CENTRAL PROCUREMENT BUREAU (CPB)

PCARD PROCUREMENT CHART

A Guide to Purchasing Authority, Thresholds, & Training for Pcard Use

	GOODS	SERVICES
Authority:	Level A (Non-Competitive: Competitive quotes/bids recommended but not required)	
Threshold:	GOODS: Up to \$1,500	SERVICES: Up to \$5,000
Training:	<ul style="list-style-type: none"> • Level A procurement training (Buyer Basics webinar) • Pcard 101 (web module) required for all Pcard holders 	
Pcard Use:	<ul style="list-style-type: none"> • Level A Cardholders may purchase goods and services up to non-competitive bid thresholds, up to \$25,000 from certified TSBs, or any amounts per the terms of competitively bid Master Agreements or Agency contracts. • Pcards may be used with any supplier who accepts card payments for any approved purchases that comply with procurement rules for goods and services and are not prohibited (see Prohibited Uses). 	
Authority:	Level 1: Basic Procurement Authority (Competitive process required – may be Informal); Informal process requires 3+ competitive quotes; use Informal Quote Documentation Form)	
Threshold:	GOODS: \$1,501-\$5,000	SERVICES: \$5,001-\$50,000
Training:	<ul style="list-style-type: none"> • Level 1 procurement training required. (See Procurement Training Guide.) • Pcard 101 (web module) required for all Pcard holders. 	
Pcard Use:	<ul style="list-style-type: none"> • Level 1 Cardholders may purchase goods and services according to the level of training and procurement authority, up to \$10,000 from certified TSBs, or higher amounts per the terms of competitively bid Master Agreements or Agency contracts. • Pcards may be used with any supplier who accepts card payments for any approved purchases that comply with procurement rules for goods and services and are not prohibited (see Prohibited Uses). 	
Authority:	Level 2: Advanced Procurement Authority (Competitive process required)	
Threshold:	GOODS: \$5,001-\$50,000	SERVICES: \$50,000+
Training:	<ul style="list-style-type: none"> • Level 2 procurement training required. (See Procurement Training Guide.) • Pcard 101 (web module) required for all Pcard holders. 	
Pcard Use:	<ul style="list-style-type: none"> • Level 2 Cardholders may purchase goods and services according to the level of training and procurement authority, up to \$10,000 from certified TSBs, or higher amounts per the terms of competitively bid Master Agreements or Agency contracts. • Pcards may be used with any supplier who accepts card payments for any approved purchases that comply with procurement rules for goods and services and are not prohibited (see Prohibited Uses). 	
	<p>Level 3: DAS Central Procurement Only (Competitive process required for all procurements \$50,000+)</p> <ul style="list-style-type: none"> • Master Agreements (MAs) for goods and services of general use by all agencies may only be established through DAS-CPB. Goods and services being purchased must match the goods and services offered in the MA. OCIO has procurement authority limited to IT under 8B. 	

Additional Requirements:

- DAS State Accounting Enterprise (SAE) requires a [Pre-Contract Questionnaire \(PCQ\)](#) with any service purchase of \$1,000 or more (one-time or in aggregate).
- IT hardware or software purchases estimated in excess of \$25,000 require prior approval by the Office of the Chief Information Officer (OCIO). Contact ITrequests@iowa.gov.
- Certain Equipment purchases and service contracts above \$25,000 may require Iowa Department of Management (IDOM) approval. (Refer to [Request for Procurement Approval Form](#).)



For additional information and resources:

DAS Central Procurement website: <https://das.iowa.gov/procurement>

Pcard website: <https://das.iowa.gov/procurement/agencies/state-iowa-purchasing-card-program>