

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
<b>Authority:</b>	<b>Level A</b> (Non-Competitive: Competitive quotes/bids recommended but not required)	
<b>Threshold:</b>	<b>GOODS: Up to \$15,000</b>	<b>SERVICES: Up to \$15,000</b>
<b>Training:</b>	<input type="checkbox"/> Buying Basics Webinar (required for all new Pcardholders) <input type="checkbox"/> <b>Pcard 101</b> (web module) required for all Pcardholders	
<b>Pcard Use:</b>	<input type="checkbox"/> 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. <input type="checkbox"/> 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 <a href="#">Prohibited Uses</a> ).	
<b>Authority:</b>	<b>Level 1: Basic Procurement Authority</b>	
<b>Threshold:</b>	<b>GOODS: Up to \$15,000</b>	<b>SERVICES: Up to \$15,000; with competitive bids \$15,000 to \$50,000***</b>
	***Competitive Process Required, may be informal. Informal Process Requires 3+ Competitive Quotes; use Informal Documentation Form	
<b>Training:</b>	<input type="checkbox"/> <b>Level 1 procurement training required</b> . (See <a href="#">Procurement Training Guide</a> .) <input type="checkbox"/> <b>Pcard 101</b> (web module) required for all Pcard holders.	
<b>Pcard Use:</b>	<input type="checkbox"/> Level 1 Cardholders may purchase goods and services according to the level of training and procurement authority, up to \$25,000 from certified TSBs, or higher amounts per the terms of competitively bid Master Agreements or Agency contracts. <input type="checkbox"/> 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 <a href="#">Prohibited Uses</a> ).	
<b>Authority:</b>	<b>Level 2: Advanced Procurement Authority</b> (Competitive process required)	
<b>Threshold:</b>	<b>GOODS: \$15,000-\$50,000</b>	<b>SERVICES: \$50,000+</b>
<b>Training:</b>	<input type="checkbox"/> <b>Level 2 procurement training required</b> . (See <a href="#">Procurement Training Guide</a> .) <input type="checkbox"/> <b>Pcard 101</b> (web module) required for all Pcard holders.	
<b>Pcard Use:</b>	<input type="checkbox"/> Level 2 Cardholders may purchase goods and services according to the level of training and procurement authority, up to \$25,000 from certified TSBs, or higher amounts per the terms of competitively bid Master Agreements or Agency contracts. <input type="checkbox"/> 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 <a href="#">Prohibited Uses</a> ).	
	<b>Level 3: DAS Central Procurement Only</b> (Competitive process required for all procurements \$50,000+)	
	<input type="checkbox"/> <b>Master Agreements (MAs)</b> 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](mailto:ITrequests@iowa.gov).
- Certain Equipment purchases and service contracts above \$25,000 may require Iowa Department of Management (IDOM) approval. (Refer to [IDOM Equipment/Service Justification 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>

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