



CU Marketplace Tip: Updated Uniform Guidance thresholds and a new resource to assist you with Procurement transactions

What is it?

Effective July 1, 2026, we're introducing two updates designed to make your procurement process more efficient.

Updated Uniform Guidance thresholds are now live in the Goods and Service Request Form within the CU Marketplace.

In addition, a new Procurement Requirements Dashboard is available to help you determine the right procurement mechanism (P-Card, Corporate Card, CU Marketplace, etc.), Commodity Codes and Accounts, and what documentation you will need before you get started. This dashboard is a one stop shop for information previously found in the Commodity Code Matrix and Procurement Mechanism guide.

Updated Uniform Guidance Thresholds

These thresholds are for both Sponsored and Non-Sponsored purchases:

Purchase Threshold	Competitive Action Required
\$0 and up (UwPA only)	One (1) written quote or proposal from a supplier
\$0 - \$15,000 (non-UwPA)	One (1) written quote or proposal from a supplier
\$15,001 - \$350,000 (non-UwPA)	Two (2) or more written quotes or proposals from suppliers
\$350,001 and up (non-UwPA)	Three (3) or more written quotes or proposals from suppliers

When you are completing the Goods and Services Request Form in the CU Marketplace, the Purchasing Information section contains a dropdown where you select the dollar range of your purchase. This selection is a factor in determining the documentation you may need to upload in Required Attachments.

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Procurement Request • Goods and Services Request Form

Instructions Suppliers Form Fields Review And Submit

Purchasing Information Required Attachments

What do you need to purchase on this request? ★

☒ Goods
☐ Services
☐ Goods & Services

Select a Goods commodity ★

IT Hardware

Purchasing Details

Is the supplier you selected a UwPA supplier? ★

☐ Yes ☒ No

Are you using Sponsored funds for this purchase? ★

Is this Sponsored funds purchase a Sole Source request? ★

What is the amount of this Sponsored purchase? ★

Under \$15,000
Between \$15,000.01 and \$350,000
Over \$350,000.01

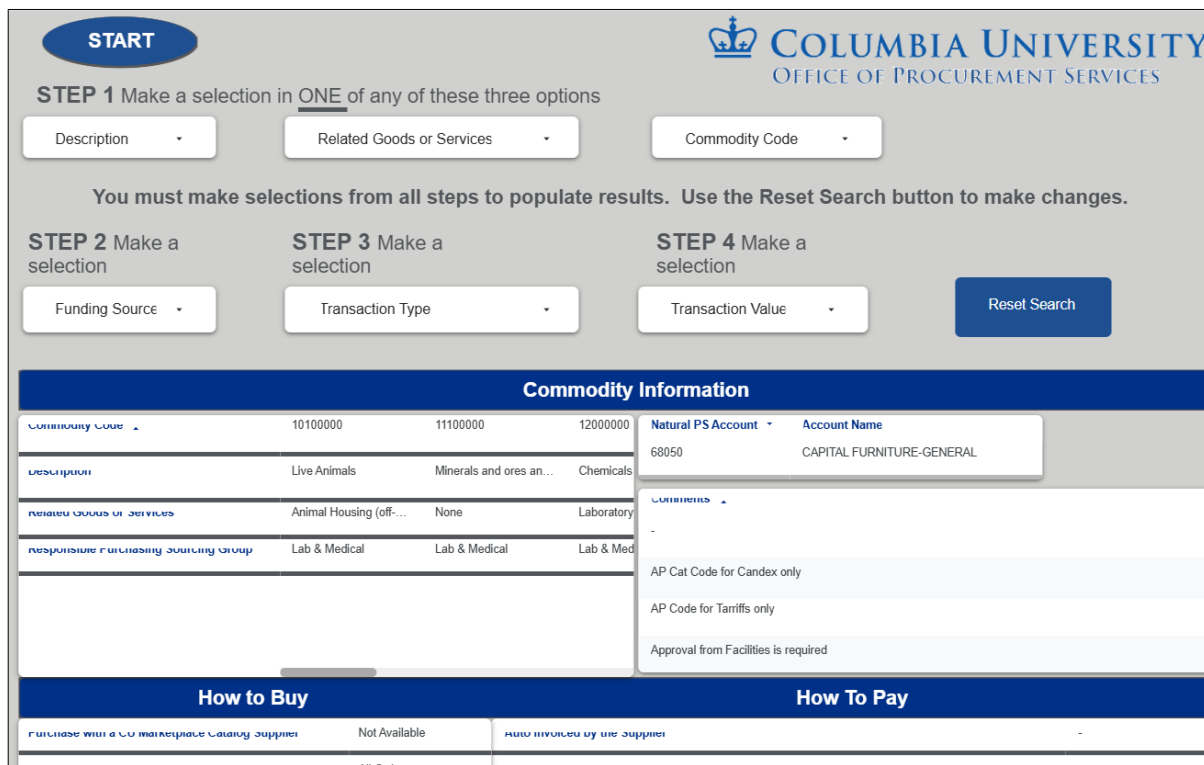
Field Name Is Searchable | ★ Response Is Required

The Procurement Requirements Dashboard

The new [Procurement Requirements Dashboard](#) helps you make smarter purchasing decisions. The Dashboard is accessible from the [Helpful Links](#) section while shopping in CU Marketplace, as well as from the [Columbia Procurement](#) website under the [Buying](#) or [Paying](#) menus.

Simply select the attributes of your purchase to:

- Identify the correct **Commodity Code** and **Natural Account** for Requisitions or Vouchers.
- Determine the available Procurement Mechanism options under the **How to Buy** and **How to Pay** sections.
- Check the **General Requirements** to see if special approvals or a **Contract** is needed.
- Confirm the **Document Requirements** you'll need to upload with your transaction.



START

STEP 1 Make a selection in **ONE** of any of these three options

Description Related Goods or Services Commodity Code

You must make selections from all steps to populate results. Use the Reset Search button to make changes.

STEP 2 Make a selection **STEP 3** Make a selection **STEP 4** Make a selection

Funding Source Transaction Type Transaction Value **Reset Search**

Commodity Information

Commodity Code	10100000	11100000	12000000
Description	Live Animals	Minerals and ores an...	Chemicals
Related Goods or Services	Animal Housing (off-...	None	Laboratory
Responsible Purchasing Summary Group	Lab & Medical	Lab & Medical	Lab & Med

Natural PS Account **Account Name**

68050 CAPITAL FURNITURE-GENERAL

General Requirements

AP Cat Code for Candex only

AP Code for Tariffs only

Approval from Facilities is required

How to Buy **How To Pay**

Procurement Mechanism	Not Available	Auto Invoiced by the Supplier
Purchase with a CU Marketplace Catalog Supplier		

While much of this information is available as you complete the Goods and Services Request Form in the CU Marketplace, the Dashboard lets you review your procurement mechanism options and documentation requirements before you begin.

Where do I get help?

View previous [CU Marketplace Tips](#) as well as the [CU Marketplace Tips and Best Practices](#) webpage.

Contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

Log an incident or request a service via Service Now

<https://columbia.service-now.com>