

## Grants & Contract Services: Quotes under \$10,000

Proposals and quotes that are for a total of less than \$10,000 do not require a WHOIgrants budget. At the Department Administrator's discretion, such small proposals may be sent with only department review and may or may not contain a budget prepared and "frozen" in WHOIgrants. When this option is selected the Department is responsible for the submission of the proposal to the funding agency and should follow the procedures outlined for [Service Centers](#). When there is no budget for BiTech in WHOIgrants, all funds received will be manually loaded in BiTech under the object code (5410) Miscellaneous. A PAYMENT AUTHORIZATION INFORMATION form must be completed and returned to GCS with the payment authorization (purchase order, wire transfer of funds, subaward agreement, etc.) from the funding source. No Green Sheet is required.

The Department may choose to route the proposal through GCS with a Green Sheet and GCS will submit, track, and negotiate with the funding agency. A Payment Authorization Information form should be included in the proposal package.

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