



Procedure Name: Contracts

Custodian of Procedure: Vice President for Finance and Administration

Date of Adoption: July 2000

Date of Next Review: September 2032

PROCEDURE

Minnesota State University, Mankato follows Minnesota State System procedures, but it may have some slight variances when university discretion is allowed. Procedures are subject to change based on policy and procedure updates. The current procedures can be found here: [Initiate a Contract | Minnesota State University, Mankato](#)

Information regarding the current Minnesota State Dollar Threshold procedures for purchases/contracts*: [Minnesota State Connect - Contract Management](#)

*Minnesota State Mankato requires:

- A minimum of one sealed bid/quote for \$1-\$25,000.
- A minimum of two sealed bids/quotes for \$25,001-\$99,999.
- Sealed bids must be solicited by public notice - Request for Proposal (RFP) or Request for Bid (RFB) for \$100,000 or greater.

Contact Minnesota State University, Mankato's Office of Finance and Facilities for questions related to these procedures.

History of Revisions:

Effective Date of Last Review: August 1, 2026

Date of Last Review: September 2025

Revisions Made:

Enter revisions here.

References:

[Minnesota State Connect - Contract Management](#)

Vice President's Recommendation

President's Approval