**Acquisitions Plan**

**Description**

In project management, an acquisition plan is a document that outlines the strategy for managing and accomplishing an acquisition. The plan documents the approach to satisfy policy requirements, optimize resources, and fill the need for a proposed acquisition.

**Example**

Purchases made by Project P&R will be executed through a UNL purchasing card or eSHOP. eSHOP is UNL’s electronic purchasing system that supports purchase visibility, efficiency, and compliance. eSHOP streamlines the ordering process with an electronic workflow that allows for transparency and provides approval for purchases before funds are committed. Financial Specialists will have final approval for all eSHOP purchases. A purchasing card will be utilized when a vendor is not available in eSHOP or if the purchase process needs to be expedited.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WBS** | **Item** | **Description** | **Estimated Date** | **Actual Date** | **Cost** |
| 2.1 | Data Server | Data server for real time collection and dissemination. | • Order: 09/30/2025 • Shipped: 10/15/2025 | TBD - Quote obtained | $ 30,000 |
| 3.1 | Sensor Design | Sensors designed, produced, and shipped. | • Contract Executed:03/15/2025 • Production: 09/30/2025 • Shipped: 10/15/2025 | TBD - Quote obtained | $ 11,790,000 |
| 3.4 | On-line Learning Modules | On-line learning module design and launch. | • Contract Executed: 04/01/2025 • Virtual Modules Created: 11/30/2025 | TBD - Quote obtained | $ 40,000 |

|  |  |
| --- | --- |
| **UNL Procurement Thresholds** | |
| Dollar Amount | Who can make the purchase |
| $0 - $4,999 | * Departments can make purchases (PM and applicable PI) |
| $5,000 - $9,999\* | * Departments can make purchases but are encouraged to obtain competitive quotes * Quotes should be attached to purchase order in eSHOP/SAP * A purchase order in this dollar range will route through Procurement for approval |
| $10,000\* - $149,999 | * Departments contact Procurement Services with purchase need. * Procurement Services determines the best method for procurement: * Purchase Order (or);   + Formal Bid   + Competitive quotes are required   + A purchase order in this dollar range will route through Procurement for approval |
| $150,000 and greater | A PO in this dollar range is the result of a formal bidding process |

Template [Copy and paste into your word document]

**Acquisitions Plan**

Purchases made by [Project Name] will be executed through a UNL purchasing card or eSHOP. eSHOP is UNL’s electronic purchasing system that supports purchase visibility, efficiency, and compliance. eSHOP streamlines the ordering process with an electronic workflow that allows for transparency and provides approval for purchases before funds are committed. Financial Specialists will have final approval for all eSHOP purchases. A purchasing card will be utilized when a vendor is not available in eSHOP or if the purchase process needs to be expedited.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WBS** | **Item** | **Description** | **Estimated Date** | **Actual Date** | **Cost** |
| WBS # tied to the acquisition | Item/service/equipment to be purchased | Description of the item, purpose/use/benefit for the project | Milestone: Est Date | TBD – Quote or Sole sourced | Est Cost |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **UNL Procurement Thresholds** | |
| Dollar Amount | Who can make the purchase |
| $0 - $4,999 | * Departments can make purchases (PM and applicable PI) |
| $5,000 - $9,999\* | * Departments can make purchases but are encouraged to obtain competitive quotes * Quotes should be attached to purchase order in eSHOP/SAP * A purchase order in this dollar range will route through Procurement for approval |
| $10,000\* - $149,999 | * Departments contact Procurement Services with purchase need. * Procurement Services determines the best method for procurement: * Purchase Order (or);   + Formal Bid   + Competitive quotes are required   + A purchase order in this dollar range will route through Procurement for approval |
| $150,000 and greater | A PO in this dollar range is the result of a formal bidding process |