

**Purchase Requisition and Payment Authorization Approval  
Proposed Changes  
FY17**

**Old Policy**

**Items costing between \$1.00 and \$999**

- Purchase Requisitions are not required, except for purchases of computer hardware, software and peripherals
- Orders may be placed via phone, fax, or email with approved vendors
- Department Head/Chairperson must sign original invoice or statement
- Original invoices or statements must be submitted with payment authorization form

**Items costing between \$1,000 and \$4,999**

- Purchase Requisitions are required
- Department Head/Chairperson must sign Purchase Requisitions
- Original invoices or statements must be submitted with payment authorization form

**Items costing between \$5,000 and \$9,999**

- Purchase Requisitions are required
- Minimum of two bids are required unless sole source purchase (Contact Purchasing to obtain assistance in securing bids)
- Department Head/Chairperson must sign purchase requisitions
- Administrative Vice President must sign Purchase Requisitions
- Original invoices or statements must be submitted with payment authorization form

**Items costing between \$10,000 and \$19,999**

- Purchase Requisitions are required
- Minimum of two bids are required unless sole source purchase (Contact Purchasing to obtain assistance in securing bids)
- Department Head/Chairperson must sign Purchase Requisitions
- Administrative Vice President must sign Purchase Requisitions
- Vice President for Finance must sign Purchase Requisitions
- Original invoices or statements must be submitted with payment authorization form

**Items costing in excess of \$20,000**

- Purchase Requisitions are required
- Minimum of two bids are required unless sole source purchase (Contact Purchasing to obtain assistance in securing bids)
- Department Head/Chairperson must sign Purchase Requisitions
- Administrative Vice President must sign Purchase Requisitions
- Vice President for Finance must sign Purchase Requisitions
- President must sign Purchase Requisitions
- Original invoices or statements must be submitted with payment authorization form

**New Policy Effective July 1, 2016**

**Items costing between \$1.00 and \$999**

- Purchase Requisitions are not required, except for purchases of computer hardware, software and peripherals
- Orders may be placed via phone, fax, or email with approved vendors
- Department Head/Chairperson must sign original invoice or statement
- Original invoices or statements must be submitted with payment authorization form

**Items costing between \$1,000 and \$9,999**

- Purchase Requisitions/Contracts are required
- Department Head/Chairperson must sign Purchase Requisitions
- All contracts must be reviewed and signed by Vice President for Finance
- Original invoices and copy of signed Purchase Requisition and approved Purchase Order must be submitted with payment authorization form\*

**Items costing between \$10,000 and \$19,999**

- Purchase Requisitions/Contracts are required
- Minimum of two bids are required unless sole source purchase (Contact Purchasing to obtain assistance in securing bids)
- Department Head/Chairperson must sign Purchase Requisitions
- Administrative Vice President must sign Purchase Requisitions
- All contracts must be reviewed and signed by Vice President for Finance
- Original invoices and copy of signed Purchase Requisition and approved Purchase Order must be submitted with payment authorization form\*

**Items costing between \$20,000 and \$49,999**

- Purchase Requisitions/Contracts are required
- Minimum of two bids are required unless sole source purchase (Contact Purchasing to obtain assistance in securing bids)
- Department Head/Chairperson must sign Purchase Requisitions
- Administrative Vice President must sign Purchase Requisitions
- Vice President for Finance must sign Purchase Requisitions
- All contracts must be reviewed and signed by Vice President for Finance
- Original invoices and copy of signed Purchase Requisition and approved Purchase Order must be submitted with payment authorization form\*

**Items costing in excess of \$50,000**

- Purchase Requisitions/Contracts are required
- Minimum of three bids are required unless sole source purchase (Contact Purchasing to obtain assistance in securing bids)
- Department Head/Chairperson must sign Purchase Requisitions
- Administrative Vice President must sign Purchase Requisitions
- Vice President for Finance must sign Purchase Requisitions
- President must sign Purchase Requisitions
- All contracts must be reviewed and signed by Vice President for Finance
- Original invoices and copy of signed Purchase Requisition and approved Purchase Order must be submitted with payment authorization form\*

\*Effective July 1 2016, if the purchase required a Purchase Requisition and/or contract, a signed copy of the Purchase Requisition and approved Purchase Order must be attached to the Payment Authorization form and additional approval signatures are not required. The Payment Authorization will only require the Department Head/Chairperson's signature.