

POLICY: POL030

TITLE: REQUISITION APPROVAL AUTHORITY

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

GENERAL

A system of authorization and approval is an important element of internal control. This policy defines the approval authority for deans, department heads and other designated employees to approve [purchase requisitions](#) prior to submission to the Purchasing Department.

APPROVAL AUTHORITY

The following table provides levels of approval for dollar expenditures on purchase requisitions. All purchasing personnel shall insure the required signature approval appears on the requisition prior to final commitment and/or processing.

Amount of Purchase Requisition Approval Authority Required

- Over \$ 500,000.00 – Board of Trustees
- Over \$500,000.00 - University President
- Up to \$100,000.00 – Senior Vice President for Finance and Administration or Vice President for Finance
- Up to \$50,000.00 – Vice Presidents and Dean of Law School
- Up to \$10,000.00 Deans, Department Heads and their designees upon written authorization.
- Pre approved budgeted capital projects are exempted from the above requirements.

In situations where one or more of the persons whose approval is required in accordance with the above table is not available, the approval of the next highest authority of approval must be obtained.

SIGNING AUTHORITY

All contracts are subject to review by the office of General Counsel. The only persons authorized to sign contracts for the University are the President, Vice President for Finance and Senior Vice President for Finance and Administration. (Also the Executive Director for

Purchasing has authority for service type contracts.)

Check signing authority is as follows:

- Under \$500.00
One signature required. Facsimile of President's signature.
- Over \$500.00
Two signatures required. Facsimile of President's signature and Controller.
- Over \$5000.00
Two signatures required. Facsimile of President's signature and Associate Director of Finance, Vice President for Finance, or Senior Vice President for Finance and Administration.