

Purchasing Authorization Thresholds (rev. 4/11/07)

Authority	Purchase Approval Needed by Dept. Account. or Office Manager	Purchase Approval Needed by Dept. Head, Ext. Staff Chairs	Purchase Approval Needed by Dept., Dean, or VP	Payment Approval Needed by Procurement Manager	Payment Approval Needed by Directors of Business Affairs & Business Services	Payment Approval Needed by VP of Finance or Vice Provost of Academic Affairs	Purchase Orders Needing Dept. of Justice Approval	PSC's Needing Dept. of Justice Approval	Purchase Orders Needing Advertisement	PSC's Needing Advertisement
Dollar Amount										
* \$0 - \$4,999.99	Yes									
** \$5,000-\$24,999.99		Yes								
\$25,000-\$49,999.99		Yes								Yes
\$50,000-\$74,999.99			Yes						Yes	Yes
\$75,000-\$99,999.99			Yes				Yes - IT/Tech.	Yes	Yes	Yes
\$100,000-\$499,999.99			Yes				Yes - All Types	Yes	Yes	Yes
\$500,000-\$999,999.99			Yes	Yes			Yes	Yes	Yes	Yes
\$1000,000.00 and over			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

* The method of payment for any purchase between \$0 and \$4999.99 should be by the departmental procurement card or Banner Invoice.

** Except in very rare instances, any purchase \$5000 and above shall be initiated by sending a signed Departmental Requisition to PaCS and shall always be paid via Banner Invoice.

NOTE: Administrators shall ensure that personal and travel purchases are approved by persons who are of the same or higher rank than the person for whom the expense is incurred.

