

PURCHASE REQUISITIONS

Requisitions for all necessary purchases should be submitted to the appropriate budget manager for review and approval. Completed requisition forms should then be forwarded to the Finance Office for approval by the Controller and the Vice President for Finance/CFO. If the purchase is less than \$100, the Controller may authorize a petty cash fund purchase. All other requisitions will be assigned a Purchase Order number (PO #), if necessary. The individual requesting the purchase will be given a PO # to provide to the vendor when he/she places the order. If the employee is requesting that the Finance Office place the order with the vendor, this must be noted on the requisition.

The University is responsible only for purchases and commitments made with appropriate prior approval. Purchases made without appropriate prior approval become the personal financial responsibility of the individual who made the purchase(s).