Requisition Approval

I. Requisitions are prepared for the purchase of goods and services from suppliers external to the University. Instructions for requisition preparation are contained within Procedure 3.2.1 – Requisition Preparation.

II. Requisitions are signed by individuals designated by their schools, colleges or divisions in accordance with the Authorized Signatures procedure. Contact your department to find out who is authorized to sign requisitions for your department. Typically, the following individuals sign requisitions:
   A. The principal investigator, if extramural funds are used.
   B. The school, college or division head; dean, director or department chair or designee.
   C. The appropriate institutional approver for transactions requiring institutional approvals as listed in Procedure 3.2.6 – Purchases Requiring Approvals.

III. All requisitions are routed to Accounting Services:
   A. The issuing department and school, college or division should retain photocopies of requisitions with their authorized signatures and send the original copy with original signatures to Accounting Services.
   B. After review by the Requisition Pre-Audit function, and entry of confirming requisitions in Shared Financial System, Accounting Services will forward the original copy of the requisition form to Purchasing, and send photocopies of extramurally funded requisitions to Research Services and Administration in the Graduate School.

IV. A Purchase Check List is enclosed that outlines requisition approvals and routing.

Contact Purchasing with questions regarding Requisition Approval procedures.