

PURCHASING AUTHORIZATIONS

Primary Authorizations

The following authorizations are required for ALL purchases
(includes purchase requisitions and authorized payments):

Purchase Amount	Individual/Department Authorization
Up to \$2,000 Annual reviews check for compliance with guidelines	Authorized PCard Holder <i>Monthly statements documented and approved by supervisor after the purchase</i>
\$2,001 - \$4,999	Academic Department Chair, Administrative Manager, or Assistant Director
\$5,000 - \$10,000 <small>*Bid Documentation Form required</small>	
\$10,001 - \$50,000 <small>*Bid Documentation Form required</small>	Dean or Director
\$50,000 and up <small>*Bid Documentation Form required</small>	Divisional Vice President

*A Bid Documentation Form is required for ALL purchases (includes purchase requisitions and authorized payments) \$5,000 and above with the exception of professional services. The form is available for download at: <http://www.purchasing.duq.edu/forms.html>

Secondary Reviews

Purchase requisitions received by the Purchasing Department will be reviewed as follows:

Purchase Amount	Administrative Review and/or Approval
Up to \$2,000	Annual reviews check for compliance with guidelines
\$5,000 - \$15,000	Purchasing Buyer or Senior Buyer <i>Supports and/or verifies competitive bidding and funding before the commitment</i>
\$15,000 - \$50,000	Assistant Director of Purchasing
\$50,001 - \$100,000	Director of Purchasing
\$100,001 and up	Vice President of Management and Business

Note: All purchases in excess of \$5,000 must receive Departmental Authorizations and Administrative Reviews indicated above **prior** to the commitment of University funds. Administrative reviews will include the verification of competitive bidding and/or available funding.