PURCHASING SIGNING AUTHORITY

NAME OF FACULTY/DEPARTMENT/BUDGET UNIT_____

Signing authority for purchase and/or asset disposal requisitions is hereby delegated to the following person (s):

Faculty/Dept or groups within	**Purchase Requisitions** Authorized Person(s) Signature	**PeopleSoft ID#**	**Org/Program Project/Grant#**	**$$ Limit not to exceed $50,000.00**	**Asset Disposal Requisition** Authorized Person(s) Signature
examples					
Purchasing	Jane E Doe	PURJED	420100-All	50,000.00	Jane E Doe
Medicine	John H. Doe	MEDJHD	77A030/R1162A09	2500.00	

Note: Dean, Budget Head, Chair, Director, AVP can exceed $50,000.00 on all purchases. Delegation for Research Grants must bear the PI's approval.

APPROVED BY:_____

Dean, Budget Head, Chair, Director, AVP (cannot be delegated)

Title: _____

DATE: _____

Return to: Procurement Services
Suite 6100
Support Services Bldg