

5.01B Restricted funds may require up to six signatures.

- (1) The Requestor
- (2) Immediate Supervisor
- (3) Area Vice President
- (4) Director of Sponsored Programs
- (5) Vice President for Finance and Administration
- (6) President or his appointed designee

The approval of a requisition by the Supervisor or Budget Department Head, Project Manager and Sponsored Programs Manager authorizes the expenditure and affirms:

- That the expenditure is allowable under the appropriate grant or funding source.
- That the expenditure has been budgeted.
- That funds are available under the budget for the expenditure.
- The grant and general ledger account number to be charged.
- That the expenditure is necessary for the program.

The above approvals are a part of the accounts payable approval process and may take up to ten business days.

The approval of a requisition by the Vice President for Finance and Administration or Controller validates:

- The grant or account to be charged.
- That the expenditure has been budgeted.
- That funds are available under the budget for the expenditure.
- That the expenditure is allowable under the appropriate grant or funding source.

The approval of the Vice President for Finance and Administration/Controller must be completed within forty eight (48) hours of receipt of the Expense Requisition.

The approval of a requisition by the President or his appointed designee authorizes all expenditures. Approval by the President ensures that all expenditures have been properly approved and that the transaction may be completed.

All Expense Requisitions must have the approval of the appropriate area vice president and final approval of the Vice President for Finance and Administration/Controller and President and/or his designated representative before a Purchase Order will be issued. Once all approvals have been obtained, the approved Expense Requisition is forwarded to the Purchasing Manager.

The Expense Requisition has a preprinted requisition number located in the top left corner. The Purchasing Manager shall assign a Purchase Order number to the top right corner of the approved requisition. The following information must be included on the purchase order:

- The date of the order.
- The date the goods or services should be delivered.
- The terms of the order including quantity, description and price.
- The shipping instructions.

Each Purchase Order must be signed by the Purchasing Manager before the vendor is authorized to provide the goods or services.

The Purchasing Manager shall distribute the Expense Requisition/Purchase Order as appropriate to the applicable departments.

The Purchasing Manager must maintain an open and closed Purchase Order file in numeric order. The Purchase Order must be entered into the system generating an open Purchase Order Report. The Purchase Order must be canceled from the system once the goods are received and the College has been invoiced.