

5. CASH DISBURSEMENTS PROCESSING

5.01 Expense Requisition/Purchase Order

An Expense Requisition initiates the purchasing cycle for both goods and services. The department in need of the good or service has the responsibility of preparing the requisition. The approval of the requisition signifies that the College has committed itself to purchasing the goods or services. No department shall obligate the College to purchase goods or services without an approved Purchase Requisition.

An Expense Requisition is funded by unrestricted or restricted (institutional or funded programs) dollars. Listed below are the approval levels for requisitions funded by both unrestricted and restricted funds: