

Send application to Procurement AW Room 102

CAMPUS ADMINISTRATOR PURCHASING DELEGATION APPLICATION

Requester:

Name: _____ Title: _____

Dept: _____ Phone Ext. _____

Standard Delegation limit is: \$2,500. Higher limits to meet special departmental requirements will be reviewed on a case by case by the Director of Procurement.

Purchasing Transaction Limit: \$ _____

Department Accounts Approved for use under this Delegation:

_____	_____	_____	_____	_____
Fund	Dept ID	Program	Class	Project
_____	_____	_____	_____	_____
Fund	Dept ID	Program	Class	Project
_____	_____	_____	_____	_____
Fund	Dept ID	Program	Class	Project
_____	_____	_____	_____	_____
Fund	Dept ID	Program	Class	Project
_____	_____	_____	_____	_____
Fund	Dept ID	Program	Class	Project
_____	_____	_____	_____	_____
Fund	Dept ID	Program	Class	Project
_____	_____	_____	_____	_____
Fund	Dept ID	Program	Class	Project
_____	_____	_____	_____	_____
Fund	Dept ID	Program	Class	Project

DELEGATION APPROVAL

Responsible Administrator

Title/Dept

Signature

Date

Cabinet Officer Signature

Date

Final review and approval for Purchasing Delegation:

Director of Procurement Signature

Date