

Summary for Purchases Exceeding \$100,000

Requisition #: _____ Department: _____

1. Describe commodities or services to be purchased, the proposed use, benefits to the University, procurement method, and other pertinent information. (Use a separate page if additional space is needed.)

2. Estimated purchase or contract value including all possible extensions: _____

3. Cost Center: _____

4. Selected Vendor: _____

Sequential Review and Approvals

Dean/Director/CDA Date: _____

Responsible Vice President Date: _____

Purchasing Director, Approval Date: _____

For all Athletics Department purchases that exceed \$100,000 and for all other purchases that exceed \$300,000, the approval of the Senior Vice Chancellor/Vice President for Administration and Finance is required unless already signed as Responsible Vice President.

Senior Vice Chancellor/Vice President for Administration and Finance Date: _____

If the purchase exceeds \$1,000,000, the approval of the Board of Regents is required.

Board of Regents Approval Date: _____

Please attach the original purchase requisition, supporting documentation, contract (if applicable), and board approval (if applicable).