

Purchase Authorization

Section 2:1 Revised 01/01/2001

Departmental Funds

The University operates on the principle of budgetary allotments to the various agencies, schools and departments. The administrative head of each department is responsible for expenditures for the allotment.

The authority to make purchases from the allotted departmental budgets for services or materials is furnished to the Purchasing Department by the approval of the department chairman, as budgetary head, on a Purchase Requisition, either written or electronic.

In some cases, the authority to approve charges written against a department's budget is delegated by the department head to subordinates. However, this delegated authority does not relieve the budgetary head from responsibility for the allotted budget. Each department head who delegates this authority will submit to the Purchasing Department a list of the name (s) of the individual (s) to whom this authority has been delegated.

Grants and Contracts

Spending of budgeted funds from Grants or Contracts must be authorized by the Principal Investigator or Project Director. It is the responsibility of the Project Director to notify the Purchasing Agent of any restrictions imposed on the Grant or Contract. The Contracts and Grants accountant (office located in the [Financial Services](#) Office) can provide assistance in this area.