Purchase Requisition Approval Process
Beginning Late October, 2014

Type	Dollar Value	Acct Assignment Category	Strategy	Approval levels				
				1st	2nd	3rd	4th	5th
Grant	<20000	L	G1	PI - Code 05	Users in Grants Accounting Work Center - Code 10			
	>=20000	L	G5	PI - Code 05	Users in Grants Accounting Work Center - Code 10	Responsible person on 6 digit node - Code 25	Responsible person on 4 digit node - Code 30	Responsible person on 2 digit node - Code 35
Project with funded program (fund center starts with 296)	500-19999	F	P1	Responsible person on funded program - Code 15	Responsible person on fund center - Code 20			
	>= 20000	F	P5	Responsible person on funded program - Code 15	Responsible person on fund center - Code 20	Responsible person on 6 digit node - Code 25	Responsible person on 4 digit node - Code 30	Responsible person on 2 digit node - Code 35
Project, no funded program (fund center starts with 296)	500-19999	K, R	R1	Responsible person on fund center - Code 20				
	>= 20000	K, R	R5	Responsible person on fund center - Code 20	Responsible person on 6 digit node - Code 25	Responsible person on 4 digit node - Code 30	Responsible person on 2 digit node - Code 35	
Funded Program/internal order	500-4999	F	I1	Responsible person on funded program - Code 15				
	5000-19999	F	I4	Responsible person on funded program - Code 15	Responsible person on fund center - Code 20			
	>= 20000	F	I8	Responsible person on funded program - Code 15	Responsible person on fund center - Code 20	Responsible person on 6 digit node - Code 25	Responsible person on 4 digit node - Code 30	Responsible person on 2 digit node - Code 35
Fund Center	500-4999	K, R	C1	Responsible person on fund center - Code 20				
	5000-19999	K, R	C4	Responsible person on fund center - Code 20	Responsible person on 6 digit node - Code 25	Responsible person on 4 digit node - Code 30		
	>= 20000	K, R	C8	Responsible person on fund center - Code 20	Responsible person on 6 digit node - Code 25	Responsible person on 4 digit node - Code 30	Responsible person on 2 digit node - Code 35	

Duplicate approvals by the same user are eliminated
Single approval by requisitioner will be reviewed by Procurement Services