**Appendix E: Signature Routing Instructions**

Proper signatures are required on Purchase Requisitions and Contracted Service Agreements. Departments must obtain the following signatures before submitting these documents to Procurement Services.

**Purchase Requisitions:**

|  |  |
| --- | --- |
| **PERSONNEL**  | **Total Contract Value over $25,000**  |
| Requisitioner/Principal Investigator (PI) | X  |
| Department Head (optional)  | optional |
| College Dean/Director (optional)  | optional  |
| OSP Administration (OSP Funded Only)  | X  |
| Appropriate Vice President or direct report to President  | X  |

**Additional signatures are required depending as follows:**

**Information Technology Resources:** Section Reserved— restrictions on IT purchases will be referenced here. If there is any question as to whether or not an IT-related (hardware or software) purchase is appropriate, please contact ITC or Procurement Services for information.

**Contracted Service Agreements:**

Departments must obtain the following signatures on Contracted Services Agreements prior to commencement of work by the Contractor. If the total contract value exceeds $25,000, Departments must submit a Purchase Requisition to Procurement Services:

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONNEL**  | **Up to $5,000**  | **$5,000 to $25,000**  | **Over $25,000** |
| Contractor/Vendor  | X  | X  | X |
| Requestor/Principal Investigator  | X  | optional  | optional |
| College Dean/Director  | optional  | X  | optional |
| OSP Administration (OSP Funds Only)  |  | X  | X |
| Appropriate Vice President or direct report to President |  |  | X |
| MSU Legal Counsel |  |  | X |
| Director, Procurement Services |  |  | X |

**Note: MSU Employees are not authorized to sign ANY vendor-supplied agreement (i.e., a vendor’s contract template rather than the MSU template), regardless of $ level, without prior approval from Procurement Services and MSU Legal Counsel.**