

Purchase Requisition Routing Slip

FROM: Requisitioner/Principal Investigator _____

TO: Department Head _____
 College Dean/Director _____
 Grants & Contracts _____
 Vice President of _____

INTURN: Purchasing Department

SUBJECT: Purchase Requisition Routing Slip

Please review and approve the attached Purchase Requisition in accordance with the routing instructions below. These signatures are required prior to submitting a Purchase Requisition to the Purchasing Department. Upon signature, please annotate your initials on the "TO" list above and forward to the next signature authority. Upon completion of all signatures, please forward to the Purchasing Department.

SIGNATURE GUIDELINES: an "X" signifies that signature is required

| | Estimated Total Contract Value | |
|---|--------------------------------|---------------|
| | \$25,000 or less | Over \$25,000 |
| PERSONNEL | | |
| Requisitioner/Principal Investigator | x | x |
| Department Head | x | x |
| College Dean/Director | x | x |
| OSP Administration (OSP funding only) | x* | x |
| * Requires signature for \$1,000 or more | | |
| Appropriate Vice President (all other funding) | | x |

Attachments:

- Purchase Requisition with applicable attachments:
 - Data Processing Equipment and Software (DPES form)
 - Sole Source Procurement Justification (PD-14)
 - Sole Brand Procurement Justification (PD-24)
 - Justification to Acquire Major Office Equipment (PD-30)
 - Property Adjustment Record (PAMS 3)
 - Other forms as required