

**TITLE: BUDGET – APPROVAL OF CHECK REQUESTS AND PURCHASE REQUISITIONS**

POLICY NO.: BU300

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**I. SCOPE**

All University Departments, Purchase Requisitions and Check Requests

**II. PURPOSE**

To outline the procedures for approving a purchase requisition or check request as it pertains to the Budget Office.

**III. POLICY**

It is the policy of the University for the Budget Officer (or designee) to sign and approve every purchase requisition and check request.

**IV. PROCEDURES**

The Budget Officer must approve every purchase requisition or check request during the fiscal year. The major criterion for approval is: (1) the availability of funds in the non-salary (salary and benefits) budget, (2) the proper account code and (3) proper departmental approvals.

Approval of requisitions and/or check requests may be delayed or denied for various reasons. Reasons such as: inappropriate purchase, insufficient supporting backup, etc.

In the event the requisition will cause the department to exceed its annual non-salary budget, a memo will be sent to the departmental Vice President, the Vice President of Fiscal Affairs, the Controller, and the department head indicating that the department has exceeded its budgetary cap for the year. The requisition and/or check request is then sent back to the department head.

The Vice President may issue a memo indicating that the department in question may go over the approved budget with an explanation for the budget overage allowance or the department head and respective department Vice President may prepare a budget modification moving funds from one department to another.

If a budget modification is received, the Budget Officer will approve the purchase requisition and/or check request. If the requesting department's Vice President requests expenditure(s) to be made despite being over budget, the Budget Officer will sign off on the request, however, approved will be crossed out and the form marked over budget.