

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Approval Requirements for Purchases
Procedure No.: PP-040

Approved by:
Date: 6/5/96
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I. Purpose

To define authority for the approval of purchase requisitions.

II. Scope

This procedure applies to all purchase requisitions.

III. Approvals

Purchase requisitions must be approved by the appropriate individual prior to issuance of any purchase order. The Buyer is responsible for ensuring that the proper approval is obtained, either in writing or verbally, before issuing an order. The approval block of the paper purchase requisition or the routing approvals module for FAMIS requisitions is to be used to obtain such approvals prior to the issuance of any purchase order.

The following guidelines are provided to assist the Buyer in ensuring that requisitions are properly approved prior to purchase.

The University has assigned the Account Manager as the authorized person to initiate and sign requisitions. If multiple accounts are used, then all responsible account managers must approve the purchase. The Account Manager's signature authorizes funds to be expended for the procurement.