

## PURCHASE APPROVAL QUICK REFERENCE

| TYPE OF PURCHASE                        | AMOUNT OF PURCHASE | APPROVALS REQUIRED  |
|---|--------------------|---|
| Office Supplies                         | Under \$1000       | Department Head with <i>credit card</i> or on line through Office Depot.  |
| Office Supplies                         | Over \$1000        | Department Head with <i>purchase requisition</i>  |
| Printing                                | Under \$1000       | Department Head<br>Associate Director of Communications/Design Production, extension 2183.<br><ul style="list-style-type: none"> <li>• Printing orders over \$1000 require a <i>purchase requisition</i>.</li> </ul>  |
| Photocopier and Typewriter Repair       | Under \$1000       | Administrative Assistant to Vice President for Business Affairs and Treasurer, extension 2151.<br><ul style="list-style-type: none"> <li>• Purchases over \$1000 require a <i>purchase requisition</i>.</li> </ul>  |
| Equipment                               | Under \$1000       | Department Head with credit card:<br><ul style="list-style-type: none"> <li>• May charge to departmental program or supply account.</li> <li>• Purchases over \$1000 require a <i>purchase requisition</i>.</li> </ul>  |
| Equipment                               | Over \$1000        | Academic Department Head with <i>purchase requisition</i> - Provost.<br><ul style="list-style-type: none"> <li>• All other Department Heads with <i>purchase requisition</i> - Vice President for Business Affairs and Treasurer:</li> <li>• Must charge to capital account.</li> </ul>   |
| Contracts, Leases and Rental Agreements | Any value          | Only the Vice President for Business Affairs and Treasurer, Provost or President are authorized to execute contracts on behalf of Asbury College.<br><ul style="list-style-type: none"> <li>• Departments are not authorized to sign or execute any contracts, leases, or rental agreements on behalf of Asbury College.</li> </ul> |