

The University of Scranton
Purchasing Policies & Procedures
Authorized Signatures

Purpose.

To define authority for the approval of purchase requisitions.

Scope.

This procedure applies to all requisitions and limited purchase orders.

Approval.

Purchase requisitions must be approved by an authorized individual prior to the issuance of any purchase order. Purchasing is responsible for ensuring that the proper approval is obtained before issuing a purchase order.

Procedure.

The authority for the approval of purchase requisitions rests with the budget supervisor. The budget supervisor may delegate authority to department chairpersons and other individuals. This authority may be limited by organization, accounting code, and dollar limit.

Annually, Purchasing will send authorization forms to budget supervisors. The budget supervisor will complete the form, obtain the required signatures, set limits, and forward this document to Purchasing. Budget supervisors may add or delete authorized signatures at any time by notifying Purchasing in writing.

A copy of the approved signature authorization form will be sent to the Treasurer's Office. The original copy of the signature authorization form will be filed in Purchasing. A copy of this form may be obtained by contacting Purchasing.

Requisitions not meeting these requirements will be returned for correction.

The following categories of goods and services require special review and approval:

Printing - Certain printed materials require the approval of the Printing Services Manager.

Hazardous Material - Radioactive and hazardous materials must be approved by the Chemical Hygiene Officer, Radiation Safety Officer, Public Safety Officer, or University Safety Officer.

Newspaper Advertisements - Advertisements must be processed by the University Publications Office.

Alcohol - Alcoholic beverages must be purchased through Food Service and comply with the terms of the University Liquor License.

Licenses - Licenses, waivers, and contracts may require legal review by the University's attorney before acceptance.

Satellite Dishes -Satellite dishes must be approved by Assistant Provost for Information Technology.

The Director of Purchasing may require prior approval of requisitions if deemed necessary.

[Click here to print the authorization form to your local printer.](#)