

3344-65-21 Approval of purchase orders and change orders.

- (A) Purchase orders are evaluated and approved by project, by vendor. Purchases over the bid threshold require a competitive bidding or selection process pursuant to [rule 3344-65-16](#) of the Administrative Code.
- (B) Purchase orders, including modifications, require the following approvals:

\$50,000 or less	associate director of purchasing operations
\$50,001- \$100,000	controller
\$100,001 - \$349,999	vice president for business affairs and finance
\$350,000 - \$499,999	university president
\$500,000 or more	board of trustees

- (C) Approval authority is based on the total purchase order value by project, including modifications.
- (D) Execution of contracts for purchases are governed by [rule 3344-66-01](#) of the Administrative Code.

Policy Name: Approval of purchase orders and change orders.
Policy Number: 3344-65-21
Board Approved: 9/30/2016
Effective: 1/22/2017