



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:

\$99,999 or less	associate director of purchasing operations or if position is vacant, an employee in purchasing services designated by the controller
\$100,000-\$200,000	controller
\$200,001 - \$649,999	senior vice president for business affairs and finance
\$650,000 - \$999,999	university president
\$1,000,000 or more	board of trustees

- (C) Approval authority is based on the total amount of the purchase.
- (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: 09/17/2020
Effective Date: 10/05/2020
Prior Effective Dates: 11/12/2013, 10/10/2016, 01/28/2017