



### **3344-65-23 Approval of purchase orders and change orders.**

Small order forms for purchases of two thousand five hundred dollars or less require the approval of the appropriate department head. Purchase orders are evaluated and approved by project, by vendor. Purchasing services retains authority to require competitive selection as described in rule 3344-65-27 of the Administrative Code under “Bidding Requirements.” Purchase orders, including modifications, require the following approvals:

- (A) \$50,000.00 or less - director of purchasing services
- (B) \$50,001.00 - \$100,000.00 - controller
- (C) \$100,001.00 - \$349,999.00 - vice president for business affairs and finance
- (D) \$350,000.00 - \$499,999.00 - university president
- (E) \$500,000.00 or more - board of trustees.
- (F) Signature authority is based on the total purchase order value by project, including modifications.

**Policy Name:** Approval of purchase orders and change orders  
**Policy Number:** 3344-65-23  
**Board Approved:** 11/19/2013  
**Effective:** 11/12/2013