

Addendum C

Purchase requisitions exceeding \$100,000.00

All requisitions up to \$300,000 must be signed by the Vice President for Administration and Finance. All requisitions for \$300,000.01 or above must be signed by the Vice President for Administration and Finance, the President and the Chancellor or the Chancellor's Designee.

1. DESCRIPTION OF GOODS AND SERVICES TO BE PURCHASED:

2. ESTIMATED COST:

3. SOURCE OF FUNDS: [Specify Budget]

4. PROPOSED USE:

5. BENEFIT TO THE UNIVERSITY:

6. OTHER PERTINENT INFORMATION:

7. SUGGESTED BIDDERS:

8. SOLE SOURCE JUSTIFICATION [If applicable]

Approved by:

Date

Principal Investigator/Department Chair

Date

College/Division Administrator

Date

Dean/Director

Date

Division Vice President

Date

Vice President for Administration and Finance (CFO) **Date**

President

Date

Chancellor/Chancellor Designee

Date