



STUDENT DEVELOPMENT AND ENROLLMENT SERVICES POLICY

SUBJECT: Approval for Purchases \$25,000+	Effective Date: 5-9-16	Policy Number: 3-001.1	
	Supersedes: 3-001	Page 1	Of 3

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 9/30/2011

APPLICABILITY/ACCOUNTABILITY

The policy applies to all purchases, regardless of funding source, made by any department within Student Development and Enrollment Services (SDES).

BACKGROUND INFORMATION

SDES requires that expenditures \$25,000 or more be approved by a Senior Leadership Team (SLT) member. University policy requires that expenditures \$75,000 or more be approved by the Vice President or their designee.

DEFINITIONS

Senior Leadership Team (SLT). An Associate Vice President who reports to the SDES Vice President.

PROCEDURES

\$25,000 - \$74,999

1. Prior to the requisition being approved in PeopleSoft, the department must e-mail the appropriate SLT member. The e-mail must contain all relevant information, such as:
 - o Requisition number
 - o Department number
 - o Detailed description of the purchase

- Vendor
 - Quantity (if applicable)
 - Total cost
 - Any other information that may be needed in order to make an informed decision (i.e., Was it bid? If not bid, were quotes obtained?; Is there an agreement attached? If so, has the agreement been reviewed and approved by General Counsel and signed by Purchasing?; etc.)
2. The SLT member may then approve the requisition in PeopleSoft or may send an e-mail to the requesting department for one of their authorized approvers to approve the purchase requisition

\$74,999 - \$499,999

1. Prior to the requisition being approved in PeopleSoft, the department must e-mail the appropriate SLT member. The e-mail must contain the same information as stated above.
2. For purchases that require the VP or VP designee's signature approval (sole source, vehicles, employee moves, emergency purchases, etc.), the department must provide a cover memo documenting the purchase, information contained in the e-mail, a copy of the purchase requisition, and the document that requires VP or VP designee's signature approval.
3. If the SLT member agrees with the purchase they must then approve the requisition in PeopleSoft and then forward the original e-mail with all the relevant information to the Associate Vice President, Chief Financial Officer.
4. The Associate Vice President, Chief Financial Officer will approve the requisition in PeopleSoft or, if denied, an e-mail explanation will be provided to the SLT member.

\$500,000 and above

1. Purchases \$500,000 and above require the approval of the President or the President's designee.
2. In addition to the process described for purchases \$74,999 - \$499,999, the requesting department will be required to send a cover memo with a detailed description of the purchase, the information contained in the e-mail and a copy of the purchase requisition.
3. If there are other documents or documentation needed for the review and approval of the purchase, please also attach to the cover memo.
4. The cover memo is required to have signature lines for the departmental director, the SLT member, the VP or VP designee (AVP Ekern), the VP of Administration and Finance, and the President.
5. No information or documentation shall be sent directly to the President's office, but must follow SDES procedures, allowing for proper approvals and signatures to be made prior to being forwarded to the President.
6. The VP designee (AVP Ekern) will approve the requisition in PeopleSoft and forward the required documents to the President's office. The President or President's designee will then approve the requisition in PeopleSoft. If denied, an e-mail explanation will be provided to the SLT member.

RELATED INFORMATION

UCF Policies
<http://policies.ucf.edu>

UCF Regulations
<http://regulations.ucf.edu>


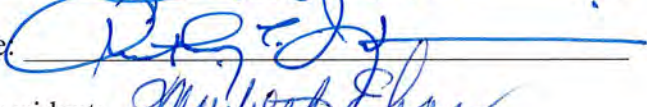
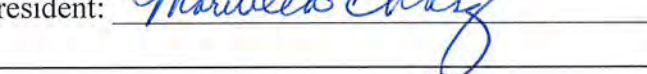
RELATED DOCUMENTS

UCF Purchasing Manual
http://www.purchasing.ucf.edu/Procurement%20Forms/Index/PURCH_PROC_MANUAL.pdf

CONTACTS

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POLICY APPROVAL

Policy Number: 3.001.1		
SDES Policy Review:		Date: 5/9/16
SLT Designee:		Date: 5/9/16
SDES Vice President:		Date: 5/9/16