



Purchasing Department

PURCHASING Policies & Procedures

Revised: 2018

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DEFINITIONS

Approved Requisition for Purchase: The completed form with the authorized signatures.

Emergency purchase: Defined as a situation that endangers lives, property, or the continuation of vital programs and that requires immediate, on-the-spot procurement of equipment, materials, supplies, or services.

Express Products Lists (EPLS): Collections of bids competitively solicited by the Mississippi Department of Information Technology Services (ITS) to assist state agencies when [computer](#) related purchases are needed. The express products lists are multi-vendor [awards](#) that legally meet Mississippi's [information technology purchasing](#) requirements.

Express products lists are published by the MS Department of Information Technology Services website: <http://www.its.state.ms.us>

Independent Consultant/Contractor: - Someone who is retained to perform a certain act but who is subject to the control and direction of another only as to the end result and not as to the way in which the act is performed. Unlike an employee, and independent contractor pays for all expenses and social security and income taxes and receives no employee benefits. (This determination is made by HR and is subject to the questionnaire in Section D)

Interdepartmental Transfers: Transfer of funds between departments within JSU for products and/or services rendered.

Purchase Order: the legal and binding document issued by USSS to purchase goods and services which indicate the description of the items, quantity, specification, price, terms of the purchase, and any other needed information.

Quotation: A statement of price, terms of sale, and description of goods or services given by a potential supplier to the University. An invitation to submit a quotation may be issued verbally or in writing. A quotation may be verbal or written.

Requisition: the basic form used to initiate the purchase of goods and services for the University.

Sole source procurement: *a non-competitive purchase or procurement process accomplished after soliciting and negotiating with only one source, so-called sole source, thus limiting full and Open Competition (FOC).*

Source document: the proof of purchase for goods and services i.e. vendor invoices, receipts, registration forms, etc.

State contract: a negotiated contract between the state and vendors to provide prices at a set amount.

Tagged items: capital assets valued at \$1,000.00 or greater. Tagged items also include specialty items regardless of the value i.e. weapons, cameras and camera equipment, tape recorders, two-way radio equipment, typewriters, appliances (refrigerators, freezers, air conditioners, stoves, microwave ovens, etc.), televisions, VCRs, lawn maintenance equipment, sterling silver, cellular telephones, major computers components, chain saws, air compressors, welding machines, generators, motorized vehicles, dictating equipment, antiques.

Technological Purposes: those purchases resulting from improvements in technical processes, i.e. computer software, hardware; technical items purchased by CSET, i.e. site license, maintenance agreement, subcontracts, etc.

Unauthorized Purchase: Any order given by telephone, on-line, opening bank (credit or debit) cards, or walk-in orders in the University's name by personnel who are not **authorized to do so.**

PURCHASING POLICIES & PROCEDURES

6.1.00 PURPOSE

This policy provides the University with a foundation for the effective operation of the requisitioning and purchasing functions and guides the employees in the execution of their duties and responsibilities.

6.1.02 OFFICIAL POLICY/PROCEDURES STATEMENT

Purchasing is the central authority for the procurement of commodities, equipment and services to be used by any Jackson State University department or agency. The procurement process for Jackson State University is conducted in compliance with Section 31-7-13, Mississippi Code of 1972 (annotated), the State of Mississippi's Purchasing Department Manual and with established university policy and procedures. There follows an official statement of university policy.

The Purchasing Department administers the procurement function for campus departments and provides procurement guidance for all faculty, academic professionals, administrators, and staff. With the exception of collections purchased by the library and authorized purchases using procurement cards, no University employee may obligate the institution in any way or in any amount unless that person is specifically authorized to do so in writing by the President. The University will assume no obligations except those made by authorized signature authorities.

Purchasing has the sole authority to order supplies, materials, and equipment, and to obligate the University for Contractual Services, with the exception of books purchased by the library. Jackson State University's Purchasing Director and designated Purchasing Agents only have the authority to place an order directly with a vendor, to enter into a contract or lease, or to obligate the University in any way unless: The University President specifically authorizes an individual to do so in [writing](#), or The Senior Vice President for Finance and Operations or the Director for Purchasing delegates purchasing authority to specific individuals for a specific term or purpose.

Only the issuance of an official Jackson State University purchase order, or a contract signed by the University's Director of Purchasing or designated Purchasing Agent or the University's Vice President for Business and Finance will permit the use of University funds. Orders given by phone, the opening of credit accounts (by an individual other than an authorized Purchasing Agent) in the name of the Jackson State University, and walk-in orders are considered unauthorized purchases.

6.1.04 EMPLOYEE ADHERENCE

Employees are expected to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination.

6.1.06 DISCLAIMER

Jackson State University may amend this policy without notice. It is intended to provide guidance regarding the administration of purchasing at Jackson State University in accordance with State and Federal laws and does not give rise to any contractual rights. Should there be a conflict between the content of this policy and state or federal statute, statute shall subjugate, having full precedence.

6.1.08 DEPARTMENTS AND DEPARTMENT RESPONSIBLE

Senior Vice President for Finance and Operations
Associate Vice President for Business and Finance
Director of Purchasing

6.1.10 HOURS OF OPERATION

Office Hours: 8:00 a.m. to 5:00 p.m. M-F (except Holidays)

Location: 4th Floor Administration Tower

FAX Number: (601) 979-0814 **E-FAX Number:** (601) 979-9139

6.1.12 EMPLOYEE LISTING

A listing of Purchasing may be found on the University's web site as follows:

Go to www.jsums.edu

Click "Administration"

Click "Business & Finance"

Click "Associate Vice President of Business and Finance"

Click "Purchasing and Travel"

6.1.14 CONFIDENTIALITY OF PURCHASING INFORMATION

Purchasing records are confidential in nature. Access to purchasing information is restricted to those staff members whose duties and responsibilities require such access. Other staff having a need for purchasing information must submit written justified requests subject to the approval of the appropriate Business and Finance authority.

6.1.16 MISSION STATEMENT AND CODE OF ETHICS

The mission of the Procurement Services Department is to support the academic, research and administrative departments in the timely procurement of goods and services and to sustain, foster and promote the educational research mission of the University. This will be accomplished within the intent of all applicable state and federal laws and university policies while seeking to maintain the highest level of integrity in the purchasing relationship of Jackson State University and its suppliers.

The Purchasing Department subscribes to the National Association of Educational Purchasers Code of Ethics:

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive offers equal consideration insofar as the established policies of my institution permit, and regard each transaction on its own merits.
5. Conduct business with potential and current suppliers in an atmosphere of mutual confidence and integrity, void of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Use only by consent original ideas and designs devised by one vendor for competitive purchasing purposes.
8. Be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade and industrial associations and governmental and private agencies engaged in the promotion and development of sound business methods.
11. Foster fair, ethical, and legal trade practices.
12. Counsel and cooperate with the National Association of Educational Purchasers members and promote a spirit of unity among them.

6.1.18 REQUISITIONS

Budget Unit Heads have approved budgets, and they and their appointed delegates are the only persons authorized to approve requisitions for supplies and equipment against such budgets. All purchases must be requested via JSU PAWS via an online requisition. After approval, Purchasing processes each approved requisition and create a purchase order.

Interdepartmental Transfers will also require a requisition for purchase.

Procedures:

The requisition for purchase and instructions are available as follows:
JSU PAWS

1. Go to www.jsums.edu
2. Click "JSU PAWS"
3. Log in
4. Click on "Finance "
5. Click "Requisition"
6. Enter the requisition

6.1.20 PURCHASE ORDERS

The Purchase Order, which serves as the official authorization of the University to make a purchase using University funds, is prepared upon approval by the Director or purchasing agent.

***** Vendors who do not accept purchase orders:*** If a vendor does not accept purchase orders, the department must still go through the normal process of completing a requisition for purchase. The purchase order will be issued for internal tracking purposes ONLY and will not be forwarded to the vendor. Once the purchase order has been issued, department may procure goods and/or services from the vendor.

6.1.22 CHANGE ORDERS

Changes in an issued purchase order must be authorized by the Purchasing Department. In such instances the Purchasing Department will issue a change order (purchase order alteration).

Procedures:

The department must contact the Purchasing Office and submit a written request to modify or delete a purchase order.

6.1.24 DIRECT PAYS

Direct Pay is the payment of goods and/or services that do not require a purchase order in accordance with the State of Mississippi purchasing laws and regulations and the University established guidelines. The following expenditures can be submitted via the Requisition for Purchase Form for direct pay:

- Monetary awards for participating in particular activities
- Employee benefits
- Impress Fund/Petty Cash reimbursements
- Subscriptions i.e. magazines, periodicals, and on-line subscriptions
- Memberships and dues
- State and local taxes
- Payroll liabilities i.e. annuity payments, insurance payments, etc.
- Postal services i.e. box rental, metered mail machine postage, etc.
- Registration Fees
- Royalties
- Stipends and scholarships
- Employee reimbursements up to \$300, except for tagged items (*see Definitions*)
- Super Card vendor payments
- Travel reimbursements
- Food purchases not to exceed \$500
- Advertisements
- License Fees for technological purposes (*see Definitions*)
- Legal Fees

Procedures:

1. Go to www.jsums.edu
2. Click "JSU PAWS"
3. Log in
4. Click on "Finance "
5. Click "Requisition"
6. Enter the requisition
7. Upload and attached documents to the requisition in **JSU PAWS**.
8. Once Purchasing issue a purchase order(PO) number, write the PO number on the original receipts and submit them to accounts payable (AP) to process for payment.

6.1.26 INDEPENDENT CONSULTANTS/CONTRACTORS

All Independent Consultants are required to have an approved “Independent Consultant-Contractor Form”. This form can be found at the following:

<http://www.jsums.edu/hr/pdfforms/IndependentConsultant-ContractorForm-rev.pdf>

Or

1. Go to www.jsums.edu
2. Click “Administration”
3. Under Business and Finance, Click “Human Resources”
4. Click “Forms/Documents”
5. Click “Independent Consultant – Contractor Form”

6.1.28 CORRESPONDENCE WITH VENDORS

Direct correspondence by a faculty or staff member is acceptable on subject matters, such as availability of specified requirements, technical information, instructional information, request for literature, prices, terms, conditions, delivery, quantity, substitutions, complaints etc. **However, employees do not have the authority to obligate the University to anything.**

6.1.32 UNAUTHORIZED PURCHASES

All commitments for goods and services must have the prior approval of the Purchasing Department. Any exceptions to this will be determined by the Senior Vice President for Finance and Operations or the University President in writing.

6.1.34 EMERGENCY PURCHASES

A requisition should be provided to the Director of Purchasing along with a brief, concise justification of the circumstances regarding the emergency. Requests for emergency procurements require special handling by Purchasing. After review and approval, a purchase order will be processed and issued to the vendor.

6.1.36 STATE OF MISSISSIPPI BID AND QUOTE REQUIREMENTS

Mississippi Code Annotated (Section 31-7-13). All agencies and governing authorities shall purchase their commodities and printing; contract for fire insurance, automobile insurance, casualty insurance (other than workers' compensation) and liability insurance; contract for garbage collection or disposal; contract for solid waste collection or disposal; contract for sewage collection or disposal; and contract for public construction as herein provided.

- A. Purchases that do not involve an expenditure of more than Five Thousand Dollars (\$5,000.00), exclusive of freight or shipping charges, may be made without advertising or otherwise requesting competitive bids (quotes). Provided, however, that nothing contained in this paragraph shall be

construed to prohibit any agency or governing authority from establishing procedures which require competitive bids on purchases of Five Thousand Dollars (\$5,000.00) or less.

- B. Purchases which involve an expenditure of more than Five Thousand Dollars (\$5,000.00) but not more than Fifty Thousand Dollars (\$50,000.00), exclusive of freight and shipping charges, may be made from the lowest and best bidder without publishing or posting advertisement for bids, provided at least two (2) competitive written bids (quotes) have been obtained. The term "competitive written bid" shall mean a bid submitted on a bid form furnished by the buying agency or governing authority and signed by authorized personnel representing the vendor, or a bid submitted on a vendor's letterhead or identifiable bid form and signed by authorized personnel representing the vendor.
- C. Purchases which involve an expenditure of more than Fifty Thousand Dollars (\$50,000.00), exclusive of freight and shipping charges, may be made from the lowest and best bidder after advertising for competitive sealed bids once each week for two (2) consecutive weeks in a regular newspaper published in the county or municipality in which such agency or governing authority is located. The date as published for the bid opening shall not be less than seven (7) working days after the last published notice; however, if the purchase involves a construction project in which the estimated cost is in excess of Fifty Thousand Dollars (\$50,000.00), such bids shall not be opened in less than fifteen (15) working days after the last notice is published and the notice for the purchase of such construction shall be published once each week for two (2) consecutive week. The notice of intention to let contracts or purchase equipment shall state the time and place at which bids shall be received, list the contracts to be made or type of equipment or supplies to be purchased, and, if all plans and/or specifications are not published, refer to the plans and/or specifications on file. Specifications pertinent to such bidding shall be written so as not to exclude comparable equipment of domestic manufacture.
- D. Purchases may be made from the lowest and best bidder. In determining the lowest and best bid, freight and shipping charges shall be included. No agency or governing authority shall accept a bid based on items not included in the specifications.
- E. No contract or purchase as herein authorized shall be made for the purpose of circumventing the provisions of this section requiring competitive bids, nor shall it be lawful for any person or concern to submit individual invoices for amounts within those authorized for a contract or purchase where the actual value of the contract or commodity purchased exceeds the authorized amount and the invoices therefore are split so as to appear to be authorized as purchases for which competitive bids are not required. Submission of such invoices shall constitute a misdemeanor punishable by a fine of not less than Five Hundred Dollars (\$500.00) nor more than One Thousand Dollars (\$1,000.00), or by imprisonment for thirty (30) days in the county jail, or both such fine and imprisonment. In addition, the claim or claims submitted shall be forfeited.
- F. For the purposes of this section, the term "purchase" shall mean the total amount of money encumbered by a single purchase order.

Procedures:

QUOTES

The minimum requirement for orders valued from \$5,000 to less than \$50,000 is the obtaining of two written Quotations.

1. Each JSU department will determine the specific type of equipment, supplies and/or services required for normal operation.
2. In selecting the vendor; the department should consult the approved vendor listing.
3. When selecting a vendor; vendor's product quality and delivery time requirements will be considered in conjunction with the total price.
4. When the department has secured the necessary quotes and selected a vendor, the supporting documentation should be uploaded to the Requisition for Purchase form.

BIDS

The Department of Purchasing solicits invitations for bids only from among the vendors included on the approved vendor/bidders' list. Therefore, vendors wishing to do business with the University must comply with certain requirements to apply for inclusion on the bidders' list. Once they are on the list, bidders will be selected for bid solicitation by commodity.

Orders over \$50,000

Request for Quotations are usually used for straightforward requirements. An RFP or bid over \$50,000 must be issued in writing and must contain:

1. Description of goods and services
2. Specifications
3. Quantity
4. Contact details of the requesting officer
5. Delivery time or other time requirements
6. Point of delivery or performance (if applicable)

Bids must be prepared in accordance with the specifications contained in the bid invitation. The bid invitation must contain:

1. Net Cost
2. Clearly indicate the unit price(s)
3. Note discounts and other applicable costs
4. Type of equipment or supplies to be purchased
5. Specifications pertinent to such bid must be written so as not to exclude comparable equipment of domestic manufacture.

Bid Opening and Review

The Department of Purchasing receives all bids and secures them, unopened, until the specified bid opening time. No late bids will be opened. The bids are tabulated and reviewed to ensure that all terms and conditions have been met. The award is normally to the lowest responsive responsible bidder who meets all requirements of the bid invitation. The successful bidder will receive a notification of bid award, and solicitation offer and Purchase order confirming award. Unsuccessful bidders of awards will receive a copy of the notification of bid award for their information.

Successful bidders cannot execute a contract until a written purchase order is received, signed by the authorized agent of the University

6.1.38 PURCHASES MADE VIA SOLE-SOURCE PROCUREMENT

For goods and services which total at least \$5,000 (five thousand dollars), sole-source procurement is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify sole-source procurement if there is more than one potential bidder or offeror for that item.

An item that can be certified as a single source may be purchased without complying with provisions for competitive bidding. Purchasing must grant authority prior to acquisition of the item. In addition, any request from the department for a single source purchase should be accompanied by an explanation as to why no other item would be suitable or acceptable to meet the need.

Procedures:

When requesting sole-source procurement, the department must submit:

1. Go to www.jsums.edu
2. Click "JSU PAWS"
3. Log in
4. Click on "Finance "
5. Click "Requisition"
6. Enter the requisition
7. Upload and attached documents(a signed, written quote from the vendor, Justification Letter on letterhead from Principal Investigators signed by Purchasing Director or his/her designee using criteria in SC-1) to the requisition in JSU PAWS

The letter must answer the following questions.

1. Do other companies make similar commodities that will do the same or meet the same goals?
2. How is this item unique from all others?
3. What can this item do that the others cannot?
4. Is there a copyright or patent on the commodity?

5. Is this item available from other distributors?

6.1.40 PURCHASES REQUIRED VIA STATE OF MISSISSIPPI CONTRACT

The State of Mississippi through the Purchasing Department various commodities and equipment that are on State Contracts. Items that are available through state contract must be purchased through state contract.

There are three types of State Contracts: (1) competitive bid contracts, (2) negotiated contracts, and (3) agency contracts.

1. Competitive Bid Contracts - These contracts are established on the basis of written specifications and sealed competitive bids with a contract being awarded to the vendor that has submitted the lowest bid that meets the specifications. All state agencies are required to purchase from the awarded vendor.
2. Negotiated Contracts - Proposals are accepted from vendors for this type of contract. These proposals are evaluated with a contract being awarded to all vendors when prices are competitive.
3. Agency Contracts - The agency contracts are established on the basis of competitive bids or negotiation by a specific agency. The Office prior to any purchases being made must approve the agency contract. The availability of agency contracts to various agencies is dependent upon the terms of the agreement and a determination by the Office that the prices should be available to other agencies.

Procedures:

Go to <http://www.dfa.state.ms.us/Purchasing/StateContracts.html>

Or

1. Go to www.dfa.state.ms.us/purchasing/contracts.html
2. Click "State contract"
3. Select the alphabet of the item you wish to purchase, i.e. "P" for paper.
4. The contract will appear
5. Select the information for the item desired and enter this information into your requisition, along with the applicable contract number

6.1.42 COMPUTER RELATED PURCHASES

Any computer related purchase (hardware or software) must be communicated to the Division of Information Management(IM) for purchase approval and pricing recommendation. It is the goal of the Division of Information Management to ensure qualified use of JSU computer equipment (compatibility, support, and network resources) and funds (necessary expense's best price).

Jackson State University may make purchases from an Express Products Listing (EPL) up to the dollar limit specified on the EPL (\$50,000 if not specified) without advance approval from Information Technology Services. All purchases that exceed the specified EPL dollar amount (\$50,000) will require the completion of a CP-28 form (ITS Procurement Request Form). The CP-28 form must be submitted with the approved requisition for purchase to Procurement Services. The CP-28 form is available on the ITS website. Upon receipt of the approved CP-28 a purchase order will be processed to the vendor.

Procedures:

Obtain IM Specifications:

Go to http://www.jsums.edu/~compcomm/PurchasingaComputer_Specifications.pdf

or

1. Go to www.jsums.edu
2. Under the Office of the Vice President for Information Management, Click on Computing and Communications
3. Scroll to the bottom of the screen and click on IT Purchasing (Policy/Forms)
4. Click "Computer Specifications"

Contact Vendor for Quote

or

If using an Express Product Lists (EPL)

Go to [http://dsitspe01.its.ms.gov/its/interepl.nsf/\\$\\$Search?OpenForm](http://dsitspe01.its.ms.gov/its/interepl.nsf/$$Search?OpenForm)

Or

1. Go to www.its.ms.gov
2. Under Quick links, click on "EPL Interactives"
3. Click on "EPL interactive for Computer Related EPL's"
4. Select an EPL: LAN EPL or Micro EPL
5. Select a Category
6. Click "Go"
7. Select a Manufacturer, Vendor
8. Click "List of Products"
9. Find the equipment you are looking for
10. Select Product
11. Click the name of the product for specifications
12. Click "View Printable Version"
13. Include the EPL Reference Number on the Requisition for Purchase and attach a copy of the applicable pages to the Requisition for Purchase

Complete Technology Request Form

Access the form via https://www2.jsums.edu/forms/oim/pcrf_v3.pdf

or

1. Go to www.jsums.edu
2. Under the Office of the Vice President for Information Management, Click on Computing and Communications

3. Scroll to the bottom of the screen and click on IT Purchasing (Policy/Forms)
4. Click “Technology Request Form”, which may be submitted online
5. Once you have received a response from OIM (**via fax or email**), attach it as supporting documentation to the requisition and forward through your internal processing for the proper signatures
6. Upload the supporting documentation in PAWS.

6.1.44 EXEMPTION CERTIFICATE

Jackson State University has exemption from state sales taxes and from Federal income taxes; the tax-exempt organization identification number is the exclusive property of Jackson State University. No person or entity other than Jackson State University may use Jackson State University’s tax-exempt status and identification numbers at any time for any reason. This prohibition extends to those organization and groups which maintain an affiliation with Jackson State University, such as alumni clubs and booster clubs. Any person or entity violating this policy may be prosecuted for fraud and for applicable violations of the Mississippi Taxation Law, the Internal Revenue Code, and/or any relevant violations of State or Federal criminal law. If the individual or entity has any affiliation with Jackson State University, such affiliation may be terminated by Jackson State University.

APPENDIX

Budget Transfers*	\$1 - \$1,500		X	X					X		
Budget Transfers*	\$1,501 - & above		X	X	X	X			X		
		MINIMUM LEVEL OF SIGNATURES									
DOCUMENT	APPROVAL DOLLAR LIMIT	PROJECT DIR/PI	DEPT HEAD/ CHAIR	DEAN	ASST/ ASSOC VP	UNIT VP	VP-RES DEV & FED REL	GRNTS & CNTRCT	BUDGET & FIN ANAL	SR VP-FIN/OP	PRES
AYERS FUNDS											
<i>Travel Authorization:</i>											
Outside Continentals U.S.	N/A		X	X	X	X			X		X
In-State and Out of State, Conventions, Associations & Meetings	N/A		X	X	X	X			X		
<i>Travel Reimbursement Request</i>	N/A		X	X					X		
<i>Purchase Requisitions:</i>											
Purchase Requisitions	\$0 - \$5,000		X						X		
Purchase Requisitions	\$5,000.01 - \$15,000		X	X					X		
Purchase Requisitions	\$15,000.01 - \$25,000		X	X	X				X		
Purchase Requisitions	\$25,000.01 - \$50,000		X	X	X	X			X	X	
Purchase Requisitions	\$50,000.01 - & above		X	X	X	X			X		X
<i>Purchase Requisitions for Bid Only</i>	\$25,001 - & above		X	X	X	X			X		
<i>Budget Transfers:</i>											
Budget Transfers*	\$1 - \$1,500		X	X					X		
Budget Transfers*	\$1,501 - & above		X	X	X	X			X		
*If transfers are from/to salaries & wages, obtain the following signatures:											
			X	X	X	X			X		

Exceptions will be approved upon request.