

Authorization and Information Summary Sheet for Purchase Requisitions Exceeding \$100,000

Requisition #:		
College/Division & Department:		
1.	DESCRIPTION OF GOODS, MATERIALS, OR SUPPLIES TO BE PURCHASED:	
2.	ESTIMATED COST:	
3.	BANNER FOAP:	
4.	PROPOSED USE:	
5.	BENEFITS TO THE UNIVERSITY:	
6.	OTHER PERTINENT INFORMATION:	
7.	SUGGESTED BIDDERS:	
8.	PURCHASING METHOD: BID, RFP, RFO, CONTRACT#:	

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Sequential Review and Approvals	
	Date
Dean/Director	
	Date
Vice President/Senior VP for Academic Affairs and Provost	
	Date
Executive Director of Procurement Services	
	Date
Chief Financial Officer	
If the purchase exceeds \$100,000, the approval of the Board of case the signature of the President will indicate the Board's ap	
	Date _
President/Board of Regents	

PLEASE FORWARD THE EXECUTED DOCUMENT TO THE PURCHASING DEPARTMENT