

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

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 Regents is required, in which case the signature of the President will indicate the Board's approval.

_____ Date _____
President/Board of Regents

PLEASE FORWARD THE EXECUTED DOCUMENT TO THE PURCHASING DEPARTMENT