



**MCU Purchase Approval Form**

This purchase approval form should be completed and signed by one of the following: VC for Finance & Operations, Senior AVC for Finance & Operations, or the AVC for Budget and Finance. Attach this form to all requisitions that fall under the following criteria:

- A purchase more than \$50,000;
- Contracts where the University would be required to advance or spend more than \$50,000 over the life of the contract;
- Capital improvement payments more than \$50,000;
- Cash advances greater than, or cumulatively exceeding \$5,000;
- P-Card expenditures exceeding existing individual purchasing limits;
- Consulting agreements;
- Vehicle leases or purchases;
- Furniture purchases;
- Unit Renovations (Non-Capital Improvements); and
- Meetings or entertainment expenses greater than \$1,000.

Requesting Department Number: \_\_\_\_\_

Requesting Department Name: \_\_\_\_\_

Major Campus Unit MCU: \_\_\_\_\_

Requisition # (if applicable): \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Total Amount For FY 20-21:

Total Amount of Spend Overall:

Description of Purchase:

- Urgency Categorization:
- COVID-19 Prevention, Testing, Treatment or Recovery
  - HIGH- Required to Support Online Instruction
  - HIGH- Required to Support Critical Research
  - MEDIUM – Delayed Procurement Will Negatively Impact Operations
  - LOW – Deferral of Impact Will Have Minimum Impact

Urgency of Need Justification:

Will you be able to accept delivery of goods and services:      YES      NO

*\*If special delivery instructions are required, please include in requisition comments.*

MCU Lead Name:

MCU Signature:

AVC Finance & Budget Approver: