

Facilities Development & Operations Purchase Matrix

In an effort to improve our Internal Control Process we have designed a simplified and easy departmental approval guide for the procurement of goods and services. The matrix complies with Campus Capital Management Plan as well as Purchasing Department's General Approval Guidelines.

The following purchasing matrix outlines the level of authority required in order to commit FD&O funds for goods and/or services.

	Trade Supervisor 1	Central Stores Supervisor 2	Project Manager 3	Associate Director 4	Budget Responsible Director 5	AVP-FD&O 6	VP- admin. & Finance 7
Small Tool Purchases up to \$250 ¹	\$	\$					
Purchases ^{2,6} up to \$ 500	\$	\$					
POs \$501 - \$2500			A				
POs \$2501 - \$10,000				A			
POs \$10,001 - \$50,000					A&A ³		
POs \$50,001 and greater						A	
FOR: Purchase Orders Associated with an Approved Capital Outlay Project							
POs up to \$25,000			\$				
POs \$25,000 to \$50,000				A	A ³		
POs greater than \$50,001					A ⁴ & A ⁵		
<i>Note: all POs must be processed through FD&O's Business Services Office</i>							
FOR: Scope Change Orders Per Capital Outlay Management Plan							
Up to \$20,000			A				
\$20,001 - \$50,000					A ⁴		
\$50,001 - \$100,000						A	
\$100,001 or greater							A
Capital Management Fund (65044)- all						A	
Facility Space Use (65156)- all						A	

\$	Delegated Authority
A	Management Approval
	Cumulative Approval [e.g. approval on line 6=Column(3+4+%+6)]

NOTES

¹ The requestor **cannot** be the approver

² Purchased items must be associated with a work Order. Purchase methods include: Central Store requests, quick orders and acquisition through "P" card). *Also see FD&O Transaction Matrix*

³ Approval from Director Administrative services required on all Purchases greater than \$25K

⁴ Director PDC

⁵ Director University Finance and Accounting

⁶ If purchase is related to shop stock that is reallocated to specific Trades department the Central Stores Supervisor has approval up to \$5000. All central Stores Purchases greater than \$5000 must be approved by the Director Administrative Services