

## Approval Responsibilities in eVA

Applies to Purchase Requisitions and Change Orders \*Note: There will be multiple approvers on each requisition

Approval Role	Description	Accountability (By approving, you confirm the following)	Dollar Threshold	Approval Driver	Procurement Compliance Review	Required REQ Attachments
<b>Requestor</b>	eVA user drafting and submitting requisition	Budget availability, Correct FOAP, expenditure is necessary and in accordance with spend guidelines, correct delivery address, correct FY, correct attachments, correct vendor information, correct data entered on REQ, identify P-Card, PO Category, No PII, attachments are signed by vendor and do not have PII. Expenditure is within Procurement manual guidelines. <b>Independent Contractor Forms and all vendors must be approved prior to entering requisition.</b>	Dollar One	N/A	Yes	Contracts, agreements, quotes, approvals, justifications, if new vendor, W9 has been submitted directly to Accounting Services
<b>Buyer Inbox</b>	Procurement admin role to preview all requisitions for data entry	Verifies requisitions align with established data standards as well as identifying data entry errors. Reviews attached agreements for accurate signatures and initiates buyer preview when necessary. This role does not encompass procurement functions or require budget/FOAP approvals. Checks user matches Organization.	Dollar One	N/A	No	Contracts, agreements, quotes, approvals, justifications, delivery information, P-Card identification
<b>Fiscal Year</b>	Resides in Budget and Financial Planning	Requisitions are directed here if pertaining to expenditures beyond the current fiscal year. Approval is granted exclusively for advancing encumbrances within the current fiscal year.	Dollar One	Fiscal Year (outside of current FY)	No	N/A
<b>ETF</b>	Resides in Financial Reporting/General Accounting	Verifies expenses align with the approved Equipment Trust Fund (ETF) list and the correct FOAP is utilized. Ensures expenditures adhere to ETF spending guidelines and confirms compliance with ETF advance approval for the order.	Dollar One	F11211 Budget office identifies unique ORG annually	No	N/A
<b>Grants</b>	Resides in Office of Sponsored Programs	Verifies expenses align with grant specifications and spending policies, ensuring adherence to University Guidelines. Upholds all University standards, including return of tagged equipment. Communicates to end users that all procured items remain University property, irrespective of funding sources or awards.	Dollar One	F2XXXX Funds	No	N/A

1=Furniture Orders-Must attach waiver from VCE if not chosen or as directed by Procurement  
2=Lab Equipment-Must attach waiver if not using VWR

3=Books-Must attach waiver if not using Barnes & Noble Booksellers LLC (Mandatory Vendor)

4=Beverage-Pepsi is mandatory supplier  
5=Dining- Chartwells is mandatory. Please refer to catering policy

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<b>Capital Outlay Requisitioner</b>	Resides in Facilities Planning and Construction/Facilities Management	Ensures budget availability and accurate utilization of the FOAP. Validates the necessity of expenditure, aligned with Construction and Professional Services Manual (CPSM) processes and policies. Confirms correct fiscal year, attachments, vendor information, and accurate data entry on REQ. Verifies accuracy of PO category and project numbers alongside proper signature on all forms. Ensures subcontractor quotes are provided if referenced and compliance with SWaM (Small, Women-owned, and Minority-owned Business) contractual goals. Validates the presence and currency of bonds where applicable. Monitors owner-requested changes, ensuring they do not surpass 2% of the total contract value as per DEB (Design and Engineering Division) guidelines. Ensures change orders comply with the limit of 25% or \$50k, whichever is greater.	Dollar One	F91XXX Funds	No	All CO documents as applicable, quotes, justification for costs by subcontractors, change orders, contract mods
<b>Capital Outlay Procurement</b>	Resides in Procurement and Contracts	Confirms PO Category, reviews notes and allocations, confirms all signatures are on each document, verifies change orders are not over 25% or \$50k, whichever is greater, in accordance with Capital approved procedures.	\$5,000	Dollar Threshold	No	All REQS defined as Capital are the sole responsibility of Facilities Management to administer the Capital Procurement process as defined by their policies and procedures.
<b>Environmental Health and Safety (EHS)</b>	Resides in Facilities Management	Conducts reviews for safety and environmental compliance, including the examination of material safety and storage data. Approves regulatory compliance after thorough assessment. Confirms identified items are within defined spending guidelines.	Dollar One	Commodity Code	No	N/A

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I.T.	Information Technology	Verifies the use of accurate commodity/account codes, vendor information and contract alignment. Ensures attached quotes comply with IT expenditure regulations. Validates the correctness of ordered items in accordance with IT Memorandum of Understanding (MOU) procurement delegation.	Dollar One	Commodity Code	Yes, from an I.T. perspective	N/A
Org Approval	Departmental Approval Level	Approves items within budget limits and verifies necessity while adhering to university spending guidelines. Ensures expenditure aligns with Procurement Manual Guidelines. All documents are attached and correct	Dollar One	Based on FUND or ORG code on each line item	No	N/A
Apparel	Resides in Controller's Office	Confirms necessary documentation is attached and expenditure falls within apparel and policy guidelines. Uses appropriate account code.	Dollar One	Account Code	No	Vendor quote, justification, and list of names of recipients
Branding	Resides in University Relations	Confirms necessary documentation is attached and expenditure falls within apparel and policy guidelines. Uses appropriate account code.	Dollar One	Account Code	No	Vendor quote & justification
Fixed Assets	Resides in Financial Reporting/General Accounting	Examines expenditures to confirm the necessity of purchases aligning with University guidelines for acquiring assets, including land, buildings, improvements, equipment and intangibles	Dollar One	Account Code	No	N/A
Lease Approval	Resides in Financial Reporting/General Accounting	Reviews expenditure to ensure purchase is necessary and within University guidelines for the acquisition of property leases. Evaluate for lease term, rates, and entry in LAS plus.	Dollar One	Account Code	No	Executed lease on approved lease document

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<b>Risk Management</b>	Resides in Controller's Office	Examines expenditures to ensure the necessity of purchasing insurance policies aligns with University and State guidelines.	Dollar One	Account Code	No	N/A
<b>Tax Compliance</b>	Resides in Financial Reporting/General Accounting	Confirms the Independent Contractor Form has been submitted and approved, verifying the contractor's status as an independent contractor rather than a University employee.	Dollar One	Account Code	No	Independent Contractor form is <b>not</b> attached to req but sent to tax compliance via separate, secure process
<b>Travel</b>	Resides in Accounting Services	Confirms all required documentation and preapprovals for travel reporting are attached, ensuring compliance with University travel and policy guidelines.	Dollar One	Account Code	No	Contractual Agreement
<b>Senior Management</b>	Vice Presidents, Provost & President	Confirms purchase is aligned with departmental and University spending guidelines.	Division defined Threshold	Assigned as identified by Users Organization al Site (BSO)	No	N/A
<b>Budget</b>	Resides in Office of Budget and Financial Planning	Confirms budget availability and accurate budget fund is used.	\$5,000	Dollar Threshold	No	N/A
<b>Procurement</b>	Routes to Procurement only above \$5,000	Ensures adherence to procurement regulations, executes contracts post-approval, negotiates terms, pricing and confirms signature authority & approvals. Oversees the Request for Proposal (RFP) and bid processes, collaborates with users to develop solicitation documents, awards contracts, monitors change orders within specified limits (25% or \$50k if applicable) and verifies accuracy in submitted quotes.	\$5,000	Dollar Threshold	Yes	N/A
<b>Receiving</b>	Applies to All	Department confirms items have been received as ordered in new condition without damages. Refer to chapter 4.3 of the Procurement Manual.	Dollar One	N/A	No	N/A

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