



# REQUISITION APPROVAL AUTHORIZATION

(for multiple users)

***From VP Freer’s January 20, 2017 email to Colleagues: Consistency in purchasing approvals: All purchases and service contracts over \$10,000 will require Vice President approval in the Divisions. For the Colleges, purchases over \$10,000 will require approval of both the Dean and the Provost. For many years, CSUSB had differing approval levels depending on what was being purchased, leading to regular confusion over approvals for different items. All purchase orders, regardless of amount, continue to require the approval of the appropriate department or college administrator.***

**Instructions:** The appropriate department or college administrator is required to complete this form. Either they must identify themselves as the “Requisition Approver”, which will require them to approve each purchase requisition initiated from their department in PeopleSoft, or they must delegate the authority to submit requisitions on their behalf to another individual (a budget analyst or similarly responsible staff member is recommended). Approvals under this delegation will be considered as if the administrator were approving it on his or her own.

**NOTE: THE REQUISITION APPROVER MUST NOT BE THE SAME PERSON AS THE REQUISITION SUBMITTER**

Return to Purchasing Office, SH-125, or email to [purchasing@csusb.edu](mailto:purchasing@csusb.edu) when complete.

**Requisition Approver:**

\_\_\_\_\_
First MI Last

The “Approver” named above is hereby authorized to approve requisitions in PeopleSoft or whatever electronic workflow solution is currently in use. Approval authority extends to all chartfield combinations under the signature authority of the authorizing individual.

In addition, the “Approver” named above is hereby authorized to approve requisitions entered by the following Requisitioner(s):

**Requisition Submitter(s):**

Table with 4 columns: First Name, Middle Initial, Last Name, MyCoyote ID. Multiple empty rows for data entry.

First Name	Middle Initial	Last Name	MyCoyote ID

Approval Authorized by MPP (name): \_\_\_\_\_

MPP Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_