


Anthony P. Lorino
*Senior Vice President for Operations
and Chief Financial Officer*

MEMORANDUM

To: Deans, Directors and Department Heads

From: Anthony P. Lorino 
Senior Vice President for Operations & Chief Financial Officer

Date: January 14, 2008

Re: Approvals for Ordering Goods and Services

The following approval processes for requisitions for purchases and Requests for Payments are effective immediately:

- Requisitions and Requests for Payments under \$10,000 can be approved and forwarded to Purchasing (Accounts Payable for Requests for Payments) following established departmental or School approval procedures. All requisitions against sponsored grant accounts will continue to be approved through established grant approval procedures.
- Requisitions and Requests for Payments equal to or greater than \$10,000 must be approved in advance by the Dean or Vice President of that office or unit, and
- Requisitions and Requests for Payments equal to or greater than \$100,000 must be approved by the appropriate Senior Vice President or the University President. Copies of approved requisitions or Requests for Payment greater than \$100,000 must be provided to the Senior Vice President for Operations/Chief Financial Officer for cash flow management purposes.
- All requisitions for vehicles must be approved in advance by the Senior Vice President for Operations/Chief Financial Officer.
- Use of the department use code 8011, to identify Katrina related recovery costs, requires the approval of the unit's respective Senior Vice President.
- Use the TAMS requisitioning system to prepare and route electronic requisitions for all purchases requests over \$500. Requisitions above \$10,000 will be routed in TAMS to the TAMS address for each Dean/Vice President. Deans/Vice Presidents (or their designates) will monitor for incoming requisitions. Approved requisitions are then forwarded to Uptown or TUHSC Purchasing.
- Approvals of requisitions and Requests for Payments can be documented via email. A hard copy of the email approval must be attached as support to all check requests as payment for purchases. Check requests submitted will not be processed without proper documentation, and appropriate approval.

If you have any questions, please contact Lisa LeBlanc, Terry Miller, Bill Van Cleave or Doug Harrell.