

Facilities Management Department Policy Statement #13

Purchase Authorization

1. Purpose

The Purchase Authorization Policy is designed to ensure adequate financial control and budgetary oversight of all Facilities Management purchases. All purchases will be made in accordance with the requirements of this policy.

2. Approval Levels

The Associate Vice Chancellor for Facilities Management (AVC-FM) has ultimate approval authority for all purchases. The Business Officer for Facilities Management is delegated the authority to review all requests and limit purchases during time of budgetary.

All purchases require supervisory approval. The level of approval will be determined by the following dollar amounts unless otherwise noted within this policy:

<u>Dollar Amount</u>	<u>Approval</u>
\$1 - \$999	Supervisor
\$1,000 - \$4,999	Manager
\$5,000 and higher	Associate Vice Chancellor for Facilities Management

3. Internal Purchase Requisitions

All internal Purchase Requisitions (Attachment A) for materials must have the appropriate level of supervisory and/or managerial approval. A university purchase order will not be issued without this approval. Any purchases made without the appropriate documentation and approval will be in direct violation of this policy and deemed unauthorized.

4. Emergency Phone Purchases

Purchase orders will be obtained from Purchasing by phone only when the appropriate supervisor determines that an emergency situation exists. An emergency situation is defined as one in which any delay in obtaining the material may result in danger to individuals or loss or damage of university property. When a purchase order number is obtained by phone due to emergency, the Purchase Requisition must be completed; signed by the appropriate supervisor; and returned to the Facilities Management Business Staff within **one business day**.

5. Receiving and Stores Requisitions

Purchases from UNC Charlotte's Receiving and Stores require the preparation and completion of a Receiving and Stores requisition (Attachment B). The level of approval for these items will be determined by the category or type of item purchased as follows:

- a. Day to day operational items, supplies, and materials (toilet tissue, paper towels, copier paper, toner, etc.) – Supervisor
- b. Office furniture (desks, chairs, file cabinets, etc.) – Manager
- c. Computer software/licenses – Director, FIS

6. Blanket Purchase Contracts

Blanket Purchases Contracts (i.e., Southern Elevator, ICI Paints, etc.) are created by the University's Purchasing Department. They are issued to vendors for supplies, materials and/or services at guaranteed pricing levels. An internal purchase requisition must be completed for purchases from a blanket contract. The requisition should be signed by the purchaser and supervisor or manager (based on dollar amount). The requisition should be submitted to the Facilities Business Office (Purchasing Expeditor) **within one business day** of the order.

7. Office Supply Purchases

Purchases from Staples must have the approval of the Facilities Management Business Officer prior to order placement. These items include computer peripherals.

8. Information Technology Purchases

All software and non-peripheral computer equipment including but not limited to: computers, laptops, printers, digital cameras, fax machines, etc., must be routed through the Facilities Information Systems Director for evaluation prior to purchase.

9. Capital Construction Purchase Orders

Purchase orders created under the Capital Improvements Purchase Order system can only be generated from executed contractual agreements as stipulated by the University of North Carolina at Charlotte Financial Services Department. Capital contractual agreements require the signature of the Vice Chancellor of Business Affairs or designee.

10. Policy Exception

During the Fiscal Year End period (typically April – June), the AVC-FM may waive parts of this policy to accommodate the needs of the Department. In such instance, the properly executed documentation will be submitted to Facilities Management Business Services Staff within **one business day** of the order.

Philip Jones
Associate Vice Chancellor
For Facilities Management