

## POLICY

Effective Date: 4/15/2015

Authority:

Approved By: John A. Furman, Director, Facilities Management

See Also: POL-U5320.03 Authorizing and Defining Financial Responsibilities  
POL-U5348 Purchasing and Contracts

### POL-5700.20

### APPROVAL LIMITS AND SPENDING AUTHORITY

*This policy applies to all Facilities Management personnel and all University funds under Facilities Management's direction.*

1. **A purchase of goods or services \$1,000 or less requires the signature of the shop supervisor/lead or the ACS Manager.**

A purchase totaling \$1,000 or less for goods or services requires the signature of the shop supervisor/lead or the ACS Manager signifying approval of the purchase. This requirement is in effect regardless of funding source or the purchasing tool used (PO, P-Card, etc.).

Goods and services is defined as materials and equipment chargeable to an approved work order, expendable shop material, or shop and worker tools/equipment repairs and replacement. These purchases are subject to the annual budget allocation for the shop or require a funding commitment from the Director or an Assistant Director if not part of an approved budget plan.

All purchases are also subject to the policies and procedures set forth by Western's Business Services office.

2. **A purchase of goods or services greater than \$1,000 or less than or equal to \$50,000 requires the additional signature of the Construction Manager or an Assistant Director.**

A purchase totaling more than \$1,000 or less than and including \$50,000 requires the additional signature of the Construction Manager or an Assistant Director signifying approval of the purchase. This requirement is in effect regardless of the funding source or the purchasing tool used (PO, P-Card, etc.).

Goods and services is defined as materials and equipment chargeable to an approved work order, expendable shop material, or shop and worker tools/equipment repairs and replacement. These purchases are subject to the annual budget allocation for the shop or require a funding commitment from the Director or an Assistant Director if not part of an approved budget plan.

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All purchases are also subject to the policies and procedures set forth by Western's Business Services office, including the requirement that purchases above \$10,000 follow the outlined competitive bid procedures.

**3. A purchase of goods or services greater than \$50,000 requires the additional signature of the Director.**

A purchase totaling more than \$50,000 requires the additional signature of the Director. This requirement is in effect regardless of the purchasing tool used (PO, P-Card, etc.).

Goods and services is defined as materials and equipment chargeable to an approved work order, expendable shop material, or shop and worker tools/equipment repairs and replacement. These purchases are subject to the annual budget allocation for the shop or require a funding commitment from the Director or an Assistant Director if not part of an approved budget plan.

All purchases are also subject to the policies and procedures set forth by Western's Business Services office, including the requirement that purchases above \$10,000 follow the outlined competitive bid procedures.