

UO Department Purchasing Profile

(For Internal Department Use)

Department Information:
3rd Level Organization #: _____

Organization Title: _____

5th Level Organization #: _____

Organization Title: _____

Function	Title/Authorized Positions (no names)	Approval Dollar Limit (If applicable)
Designated to Commit Department Funds <ul style="list-style-type: none"> • Provides internal approval to proceed with department purchase • Cannot enter into contracts 		
Contract for Goods or Trade Services ≤ \$5,000 (L1CA) <ul style="list-style-type: none"> • Sign UO Purchase Order • Electronic approval of FIS P.O. or Verbal approval 	Either PCS or Level 1 Authorized Contracting Authority	
Contract for Goods or Services > \$5,000 - ≤ \$25,000 (L2CA) <ul style="list-style-type: none"> • Sign UO Purchase Order • Electronic approval of FIS P.O • Sign UO PSC or FUA at any amount 	Either PCS or Level 2 Authorized Contracting Authority	
Receive Good/Service <ul style="list-style-type: none"> • Sign-off on receiving documents • Match packing receipt to order 		
Process Invoice Payment Verify for each purchase: <ul style="list-style-type: none"> • Purchase document • Receiving document • Vendor Invoice 		
Approve Invoices <ul style="list-style-type: none"> • Sign-off on vendor Invoice 		
Review and Sign-Off on Monthly Financial Statements for Department		