Requisitions

All requisitions will be approved first at the department level.

- **Marketplace Requisitions**
  - Less than $2,500 route to the Financial Administrator.
  - Greater than $2,500 route to the Financial Manager.

- **Non-Catalog, Payment Requests, or After-the-Fact Requisitions**
  - Less than $25,000 route to the Financial Manager.
  - Requisitions between $25,000 and $100,000 must be approved by both the Financial Manager and the Business Officer.
    - Three competitive bids or a bid waiver form must be attached to these requisitions.
    - An order may **not** be split to circumvent the competitive bid requirement.
  - Requisitions over $100,000 must be approved by the Financial Manager, Business Officer, and Division Approver.
    - Strategic Sourcing/Procurement Operations is available to assist with these requisitions.

- **Requisitions charged to a Sponsored Project over $5,000** must also be approved by the appropriate University Research Administrator (URA).

- All purchases are subject to Baylor’s Procurement Policy.

- It is the purchaser’s responsibility to be familiar with the policy.

Expense Reports

All Expense Reports will be approved first at the department level.

- **Expense Reports less than $1,500** route to the Financial Administrator.

- **Expense Reports over $1,500** route to the Financial Manager.

- **All Expense Reports charged to a Sponsored Project** must also be approved by the appropriate University Research Administrator (URA).