

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).