

BOARD LETTER REQUIREMENTS

Purchase Requisitions \$50,000 or more could require approval from the Board of Trustees. Purchase Requisitions \$50,000 - \$99,999.99 are approved by the President on behalf of the Board and the solicitation of bids and Presidential approval can happen simultaneously. Purchase Requisitions \$100,000 or more will be routed to the Executive Committee Members of the Board of Trustees through the President’s Office. This approval must be received prior to the solicitation process.

Responsible Party	Action
Requestor/Department	<p>Prepares letter of justification to be submitted with Purchase Requisition, which should include the following information:</p> <ol style="list-style-type: none"> 1. What is being purchased? <ul style="list-style-type: none"> • Lab equipment, computer equipment, software, charter service, etc. 2. How will the product or service be used? <ul style="list-style-type: none"> • To replace old and out of date equipment, to conduct research, to add new technology, for classroom and research use, etc. 3. What is the source of funding? <ul style="list-style-type: none"> • You must include the account number, account title and the source of funding. • Note: If the source of funding is a service account, you must tell how the account will be reimbursed. If source of funding is a grant account, you must list the source, or sponsor, of the grant funds. • If the purchase is being made from multiple accounts, each account and their source of funds must be listed.
Purchasing	Prepares a letter to go with your request and forwards it through the proper channels to the Chancellor and the President, respectively.

Letter Template (purchases)	Sample Letter (purchases)
Letter Template (from grant funds)	Sample Letter (from grant funds)
Letter Template (multiple accounts)	Sample Letter (multi accounts)