Check Requests

- **Check Requests (For less than $1,000 in goods or services for a fiscal year)**
The Accounts Payable Department will pay check requests which are approved by the responsible person or budget administrator for each respective index as well as 1 additional designee as assigned by the responsible person. If you wish to create a designee or change a signor, please contact Daysi Molina at ext 3016.

Purchase Requisitions

- **Approving a Purchase Requisition - $1,000-$2,999**
  When the College has more than $1,000 of business with a vendor during a fiscal year, a purchase requisition must be completed. For purchase requisitions between $1,000 and $2,999, the responsible person or budget administrator may approve the purchase requisition.

- **Approving a Contract and Purchase Requisition - $3,000-$25,000**
  When the College has more than $3,000 of business with a vendor during a fiscal year, a contract must be created. For purchase requisitions and contracts between $3,000 - $25,000, individuals which are assigned by the respective VP or Provost has signatory authority. These individuals are predominantly Department Chairs or individuals reporting directly to the Vice President.

- **Approving a Contract and Purchase Requisition - $25,001-$99,999**
  All contracts and purchase requisitions between $25,001 - $99,999 need to be approved by a Vice President or the Provost.

- **Approving a Contract and Purchase Requisition - $100,000**
  All contracts and purchase requisitions over $100,000 need to be approved by the respective Vice President and the Vice President for Finance and Administration.

Paying an Invoice for which a Purchase Order has been created

- **Paying an Invoice for which a Purchase order has been created**
The Accounts Payable Department will pay invoices against a purchase order if the invoice is approved by the applicable index responsible person, departmental administrator or additional designee. The list of authorized individuals is identical those who may approve check requests.

  The approver should indicate “OK to pay” on the invoice and sign and date the invoice. It is not necessary to complete a check request for these payments.