SECTION 4: OUTSIDE APPROVALS/REVIEWS OF REQUISITIONS

SUBJECT: PRE-ACQUISITION REQUISITION Procedure #4.1 REVIEW

POLICY

Certain requisitions must go through a pre-requisition review. All pre-approvals, except travel and purchases of radioactive materials, are done on-line.

Capital equipment acquired with federal funds is reviewed on-line. The Equipment Inventory Office is responsible for determining that like equipment is not available for use at the University.

When approval is completed, the requisitions are passed to the Buying staff.