

Departmental Local Purchase Authority

If the total estimated amount of any purchase is less than \$2,000 the purchase may be negotiated by the department. The department acquires any required prior approvals, places the order directly with the vendor, and obtains the necessary signatures for audit purposes.

Prior approvals may be obtained via email to the appropriate approving authority or his/her designee. Prior approvals include the following: Purchases using grant funds that are \$500.00, or greater, require the advance approval of Grants & Sponsored Research, purchases for any type of printing (includes advertising, publications, official logos, and apparel) require the advance approval of Public Relations and Marketing, purchases of advertising for faculty positions require approval of Academic Affairs and Human Resources, and purchases for computers, software, and network related items (refer to APSU Policy 4:033 section B for general items) require the approval of the Office of Information Technology.

After receipt of goods, the vendor's invoice is forwarded to Accounts Payable, Business Office, for payment. The invoice must include the Fund, Organization, Account, and Program to which the purchase will be charged and the signature of the person responsible for the account.