

SUBJECT: Requisition Pre-Approval Memo	Effective Date: 3/26/19	Procedure Number: FS 2019 FS0036	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities & Safety)		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to Departmental, Major, or Minor projects that require UCF Presidential approval, i.e. contractor/supplier contracts with a cost of \$250,000 or greater.

PROCEDURE STATEMENT:

UCF commitments with a contract cost of \$250,000 or greater require that requisitions are to be approved by the UCF President. UCF Administration and Finance created a memo for the Facilities & Safety Associate Vice President’s approval, which must accompany the requisition prior to being routed to the University President for requisition approval. This procedure describes the steps and scope of the AVP signature on the memo. Facilities & Safety is not responsible for the memo template, signature work flow, or the dispatching of the purchase order, as they are managed outside of Facilities & Safety.

Prior to submitting this memo, the requisition action request and all supporting documentation has been vetted through the appropriate procedure (e.g., Change Orders, DOPO’s, etc.). The AVP signature on this memo confirms the appropriate F&S procedures were used.

PROCEDURES:

Departmental

1. Requestor:
 - a. Maintain supporting documentation, and initiate purchase requisition per appropriate process.
 - b. Upon receipt of a purchase requisition, check to verify cost.
 - If the cost is less than \$250,000, process the purchase requisition using the appropriate process.
 - If the cost is \$250,000 or greater, prepare a Purchase Requisition Approval Memo, attach the supporting data, and submit the form to the F&S AVP for signature.


2. F&S Business Office (FSBO – General):
 - a. Check PeopleSoft Financials to review requisitions submitted by the requestor. Upon review of a purchase requisition, check department number, and check to verify that the cost is correct, and all supporting documentation is provided.

Construction

1. Project Manager:
 - a. Maintain project files, including supporting documentation, and initiate purchase requisition per appropriate process.
2. FSBO – Construction:
 - a. Upon receipt of a project purchase requisition, check to verify cost.
 - If the cost is less than \$250,000, process the purchase requisition per the appropriate process.
 - If the cost is \$250,000 or greater, prepare a Purchase Requisition Approval memo, attach the supporting data, and submit the memo to the F&S AVP for signature.

All Commitment Types

1. The F&S AVP will sign the memo and return to the requestor.
2. The requestor or FSBO will submit the signed memo, the purchase requisition, and supporting information to Administration & Finance VP’s office for signature and completion of processing.

Approved By:	Date Approved:
	<p>3/26/19</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety</p> </div> <div style="width: 50%; text-align: center;"> <p><i>Diane Simon</i> for Lee Kernek</p> </div> </div>	