

	<b>PURCHASING DEPARTMENT</b>  <b>FREDONIA</b> <b>STATE UNIVERSITY OF NEW YORK</b>	GUIDELINE NO: 101
		PAGE NO: 1 of 1
		ORIGINAL: January 2003 LAST REVISED: January 2016 REVISION DATE: April 2018
<b>TITLE: Who Has Authority to Purchase?</b> Authorized Signatures		

## I. Purpose

The purpose of this guideline is to define who is authorized to sign for requisitions, contracts and maintenance agreements.

## II. Procedure

Requisitions:

All purchase requisitions must be forwarded to the Purchasing Department before a commitment is made. **Purchases acquired outside the prescribed manner are subject to non-payment or direct payment by the individual making the commitment.** Only those persons indicated on the Record of Authorized Signatures kept on file in the Accounting Department have authorization to sign a requisition. Traditionally these are Deans, Chairpersons, Vice Presidents, Department Directors, or their designees.

Contracts and Maintenance Agreements:

The President, Vice President of Administration, Associate Vice President for Administration, Director of University Services, Director of Purchasing, Director of Facilities Management, Director of Facilities Planning, and the Director of Contract Services are the only ones authorized to sign contracts for the University.

## III. Documentation Required for Payment

If there are changes which may affect spending authorization, please send a written or email notice to Sandra Noble, Accounting Department, 401 Maytum Hall or [Sandra.Noble@fredonia.edu](mailto:Sandra.Noble@fredonia.edu).