

MEMORANDUM

TO: Animal and Food Sciences Faculty and Staff

FROM: Richard Coffey 
Chair, Animal and Food Sciences

DATE: September 19, 2016

RE: Policy on Annual Preapproval for Reoccurring Charges to a Procurement Card

There are several cases where laboratories, animal units, or other units within the department have reoccurring monthly or other regularly scheduled Procurement Card charges for the same services or items that exceed the \$500 preapproval purchase limit. To facilitate the preapproval purchase process for these kinds of routine and regularly purchased service or items, the following procedure should be followed.

The cardholder will send a memo requesting annual preapproval to Richard Coffey (Chair) or Tony Pescatore (Associate Chair) that contains the following information:

1. Vendor (include all contact information)
2. Amount (\$) of the routine charge
3. Frequency of charge (i.e., monthly, bimonthly, quarterly, etc.)
4. Procurement Card (7-digit P number) to be charged
5. Description of service or items purchased

Requests will be reviewed by Richard Coffey (Chair) and Tony Pescatore (Associate Chair), and if approved will be signed and dated by either Richard Coffey (Chair) or Tony Pescatore (Associate Chair). A copy of the signed approval will be returned to the cardholder. Approvals will only be valid for the current fiscal year (July 1 –June 30). If the reoccurring monthly or other regularly scheduled Procurement Card charge spans multiple fiscal years, the cardholder must submit a new annual preapproval request memo at the beginning of each subsequent fiscal year. **A copy of the memo that contains the signed and dated approval will be kept on file in the department's Business Office as documentation of the preapproval.**

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