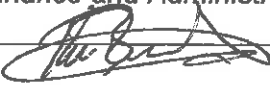





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HALIFAX, NOVA SCOTIA  
CANADA  
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<b>FINANCIAL SERVICES PROCUREMENT DEPARTMENT</b>	<i>Instruction Number:</i>
<i>Subject:</i> <b>Purchase Approval</b>	<i>Date Issued:</i> <b>January 1, 2007</b>
<i>Title:</i> <b>Purchase Requisition Approval</b>	<i>Date Revised:</i> <b>September 1, 2012</b>
<i>Issued by: Vice President, Finance and Administration</i> 	<i>Approved by: President</i> 

**Purpose**

A purchase requisition is initiated by Dalhousie University staff members and provides authorization for the Procurement Department to initiate a purchasing transaction. This instruction outlines the responsibilities for approval of a purchase requisition as part of the university's procedures for acquisition of goods or services.

**Policy**

The appropriate individual with signing authority according to the following table will approve purchase requisitions. If the individual with approval authority is unavailable, the alternate will approve the requisition.

<b>Requisition Value</b>	<b>Approval Authority</b>	<b>Alternate</b>
\$150,000 and Over	Vice-President, Finance and Administration	Assistant Vice-President, Financial Services
\$50,000 to \$149,999	Assistant Vice-President, Financial Services	Controller
\$25,000 to \$49,999	Procurement Director	Assistant Purchasing Manager
\$10,000 to \$24,999	Assistant Procurement Manager	Senior Buyer
\$5,000 to \$9,999	Senior Buyer	N / A
Under \$5,000	Buyer	N / A

In situations where the approval authority or alternate are unavailable, a manager with a higher level of approval authority identified in the above table, can approve the requisition.

**Procedure**

Once a purchase requisition has been prepared, it will be forwarded to the appropriate individual with signing authority for approval.

For requisitions equal to or greater than \$150,000, the requisition will be delivered to the Assistant Vice-President, Financial Services for review prior to forwarding it to the Vice-President, Finance and Administration.