

D'Youville

**D'YOUVILLE
Purchasing Department**

APPROVAL FORM FOR PURCHASES \$15,000+

Date: _____
Requesting Person: _____
Department: _____
Estimated Cost: _____
Account: _____

Sole Source form attached

DESCRIPTION OF WORK, SERVICES OR ITEM(S): _____

APPROVAL SIGNATURES:

Budget Administrator Signature Date

President's Council Member Signature Date

Chief Information Officer Signature (if applicable) Date

VP Financial Affairs Signature (contracts and purchases of \$30k+) Date

President's Signature (contracts and purchases of \$50k+) Date

Purchasing Director Date

Attach all supporting documentation and return to the Purchasing Office.