

Methodist University - Purchasing Approval Chart

University purchases may require up to 5 levels of approval, based on the dollar amount, and if over budget

Academic Departments

Level 1	Department Chair (required)
Level 2	Dean of School (required)
Level 3	Academic Dean (if over \$500)
Level 4	V.P. Business Affairs (if over \$5,000)
Level 5	Controller (if over budget)

Non-Academic Departments

Level 1	Department Director (required)
Level 2	Area Vice President (all areas except Business Affairs)
Level 3	V.P. Business Affairs (if over \$5,000)
Level 4	(not used)
Level 5	Controller (if over budget)

Agency Projects (Academic)

Level 1	Club Advisor (required)
Level 2	Dean of School (required)
Level 3	Academic Dean (if over \$500)
Level 4	V.P. Business Affairs (if over \$5,000)
Level 5	(not used - cannot exceed funds available)

Agency Projects (Non-Academic)

Level 1	Club Advisor (required)
Level 2	Area Vice President (required)
Level 3	V.P. Business Affairs (if over \$5,000)
Level 4	(not used)
Level 5	(not used - cannot exceed funds available)

Current Restricted Projects (Academic)

Level 1	Project Representative
Level 2	Dean of School (required)
Level 3	Academic Dean (if over \$500)
Level 4	V.P. Business Affairs (if over \$5,000)
Level 5	(not used - cannot exceed funds available)

Current Restricted Projects (Non-Academic)

Level 1	Project Representative
Level 2	Area Vice President (required)
Level 3	V.P. Business Affairs (if over \$5,000)
Level 4	(not used)
Level 5	(not used - cannot exceed funds available)

Community Activity Projects

Level 1	V.P. Community Activity (required)
Level 2	(not used)
Level 3	V.P. Business Affairs (if over \$5,000)
Level 4	(not used)
Level 5	(not used)

Athletic Camp Projects

Level 1	Athletics Director (required)
Level 2	V.P. Community Activity (required)
Level 3	V.P. Business Affairs (if over \$5,000)
Level 4	(not used)
Level 5	(not used)

Plant Fund Projects

Level 1	Controller (required)
Level 2	V.P. Business Affairs (required)
Level 3	(not used)
Level 4	(not used)
Level 5	(not used)

P-card Statement Review **

Only two signatures required:

1st signature	Cardholder
2nd signature	Next level up from Cardholder (see Academic and Non-Academic Departments above)

President and Vice President statements are signed by V.P. for Business

** P-cards are set up with approved limitations, and individual transactions do not require formal up-front approval.
P-card statements are reviewed by next level approver and audited by Controller's Office.