

Small Dollar Procurement (call numbers, procard)

Procurement card and call number purchases must receive advance approval from the unit dean or director. Authorized approvers will exercise professional judgement and be as conservative as possible when determining which purchases are essential, and will ensure that purchasers clearly understand the scope of the approval. Records backup must include a copy of the approval.

Requisitions

UAF's Vice Chancellor for Administrative Services will provide approval on all essential purchases. Prior to data entry, route the request through the unit dean or director for approval. Upon entry, use