

Effective May 21, 2025, all purchase orders over \$50,000 are required to have a completed Essential Purchase Approval Form.

FAQs

Where do I find the forms?

The DocuSign form can be accessed on the University Budget Office and Procurement websites and in the University Forms Repository.

What signatures do I need?

Requisitions from \$50,000 to \$149,999 must be approved by the Divisional Vice President. Requisitions of \$150,000 and above require approval from BOTH the Divisional VP and the Chief Financial Officer.

Can an email approval be accepted?

No. The form is on DocuSign. The approval should be provided directly on the form and then uploaded with the requisition.

Why is there an approval from the Budget Office required?

The approval of the University Budget Office (UBO) is to ensure that all required forms/approvals have been attached before the request routes to Procurement. While it is the responsibility of the Cost Center Manager, Financial Steward and Divisional VP to confirm that funding is available, the UBO will also review available funding.

What do I do if I have a change order?

If you are submitting a change order to an existing purchase order, you should indicate the new dollar amount of the purchase order in your justification form and the approval should be based on the total amount of the purchase order AFTER the change order.

Do I need to fill out the form when the source of funding is restricted?

No. This form does not have to be completed if the funding source is a grant.

Why do we need to fill out these forms?

To maintain the university's financial stability, only essential items should be purchased. Providing this additional information helps to ensure the university is purchasing only those things that are essential to our academic mission, health and safety, or essential business operations.

Please share this information with anyone in your area that may be impacted. If you have additional questions, please feel free to reach out to the University Budget Office at UBO@towson.edu.