

# APPROVAL MATRIX

(Office/Unit Head, Department Vice President, CFO, or Designee approval is required for purchase requisition)

\$5,000 or more

**3 Approvers**

(Office/Unit Head, and/or Department Vice President)

\$1,000-\$4,999

**2 Approvers**

(Office/Unit Head, and/or Department Vice President)

\$999.99 or Less

**1 Approver**

Approvers must have access to the budget account