Delegated Purchasing Authority Guide

Attention all University Faculty, Staff and Student Organizations

University Policy 2106, *Purchase of Goods and Services*, was amended on September 1, 2019 to raise all units delegated purchasing limit to $5,000. Please review the updated *Purchasing Made Easy* manual and the *Purchasing Snapshot* for complete information and category requirements.

**Updated Unit Purchasing Limits**

- Purchases of $5,000 or less may be made by individuals with organizational financial responsibility and their designees.
- The Purchasing Department is responsible for purchasing and leasing all goods and services for the university that cost more than $5,000.
- Only those individuals who have received an annual letter of authority from the Senior Vice President, or his/her designee, are authorized to sign contracts and/or make obligations on behalf of the university for spending levels of more than $5,000.

**Not Changing – the delegated purchasing limit for the following specialized purchases is capped at $2,000.**

- Honoraria payments of $2,000 or less are exempt from eVA procurement and may be processed through Accounts Payable with the *Honorarium Payment Request*. Honoraria payments for more than $2,000 must be submitted through eVA purchase requisition (PR#) and approved by a buyer in the Purchasing Department.
- Food and Beverage procedures for exempt events. Review the *Food and Beverage Manual* for current policy and procedures.

**eVA Profiles**

Individual eVA procurement profiles will be updated and routine purchases of $5,000 of less will not require intervention from a Purchasing Office Buyer. For orders of $5,000 or less, the unit purchaser will now be responsible for:

- Submitting purchase order information to vendors who do not accept electronic submissions through eVA.
- Receiving the order in eVA and/or closing the encumbrance.

**P-Cardholders**

The single transaction limit (STL) on the standard P-Card will be increased to $5,000 when the next billing cycle begins on September 16, 2019. The monthly transactions limit (MTL) will remain at $10,000. Communication has been sent to all P-Cardholders with additional instructions. *Individuals who currently have limits greater than $5,000 STL and/or $10,000 MTL will retain these limits.* Should you require an MTL greater than $10,000, please submit a P-Card Maintenance form along with the business justification. The P-Card Administrator will review and approve, if appropriate, an MTL that does not exceed $25,000.

Please contact Purchasing & Accounts Payable at Ext. 3-2580 for additional assistance with the purchase of goods and/or services. For specific P-Card questions please email pcardadm@gmu.edu.