

**Appendix E:
Signature Routing Instructions**

Proper signatures are required on Purchase Requisitions and Contracted Service Agreements. Departments must obtain the following signatures before submitting these documents to the Purchasing Department.

Purchase Requisitions:

X indicates that signature is required

PERSONNEL	Total Contract Value up to \$25,000	Total Contract Value over \$25,000
Requisitioner/PI	X	X
Department Head	X	X
College Dean/Director	X	X
G & C Administration (G&C Funded Only)	X	X
Appropriate Vice President (All Fund types, except G&C)		X

Additional signatures are required depending as follows:

Designated Accounts – Index # 43XXXX (excluding the 4313XX numbers which are ASMSU funds) require approval by the Budget Office for vehicle purchases.

Information Technology Resources: If a Department chooses to purchase computer related items totaling over \$500.00 on a single purchase from a source other than the ITC Computer Store, the Department must: 1) Complete the DPES form and obtain approval from ITC prior to purchase and 2) Submit the approved DPES form with the requisition or BPA. This applies to computers (hardware and software), peripherals, related items, and associated services and infrastructure. Please refer to the Purchasing Procedures Manual, Section 520, at <http://www2.montana.edu/policy/purchasing/index.html>

Contracted Services Agreements:

Departments must obtain the following signatures on Contracted Services Agreements prior to commencement of work by the Contractor. If the total contract value exceeds \$25,000, Departments must submit a Purchase Requisition to the Purchasing Department:

X indicates that signature is required

PERSONNEL	\$1,000 and over	\$5,000 and over	Over \$25,000
Contractor/Vendor	X	X	X
Requestor/Principle Investigator	X	X	X
College Dean/Director	X	X	X
Legal Counsel			X
G & C Administration (G&C Funds Only)	X	X	X
Appropriate Vice President (All Fund types, except G&C)			X
Purchasing Director (All Funds)			X