Purchasing Authorization and Approval

Bid Limits	Number of Bids	Type of Acceptable Bid
Less than $5,000	3	Telephone, fax or written formal b
$5,000 or more	15	Formal bid processed by Purchas

Purchases Requiring Prior TBR Approval

Any increase in TAF project or new TAF project not on the approved plan.
Leases more than $15,000 or more than one-year.
All contracts greater than Fiscal Review Committee Threshold (Currently $249,999.99)

Chain of Command Approval at Nashville State	Approvals Required
Less than $1,000	Requisitioner, Dean/Director (and
$1,000 - $9,999.99	Requisitioner, Dean/Director, Vice
$10,000 or More	Requisitioner, Dean/Director, Vice
	Requisitioner, Dean/Director, Vice
All Consulting Contracts	President
Software/Hardware	Computer Services Approval in A
Memberships and Subscriptions	Purchasing/Property Managemen
Travel	Human Resources Approval in A

NOTE: ALL APPROVALS ARE ELECTRONIC. YOU MUST COMPLETE THE BANNE
PROCESS OR APPROVE REQUISTIONS. THIS WILL ESTABLISH YOUR ORACLE U
TO USE THE ACCOUNT ON THE EMPLOYEE SERVICE ACCESS AUTHORIZATION F

by Department or Purchasing Office
sing Office

l Program Coordinator in Instruction)
e President
e President, Vice President of Finance
e President, Vice President of Finance,

ddition to Dollar Amount Approval
t Approval in Addition to Dollar Amount Approval
ddition to Dollar Amount Approval

R AUTHORIZATION FORM TO BE ABLE TO
SER ID. YOU MUST ALSO BE AUTHORIZED
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