Purchasing Authorization and Approval

<table>
<thead>
<tr>
<th>Bid Limits</th>
<th>Number of Bids</th>
<th>Type of Acceptable Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $5,000</td>
<td>3</td>
<td>Telephone, fax or written formal bid</td>
</tr>
<tr>
<td>$5,000 or more</td>
<td>15</td>
<td>Formal bid processed by Purchasing</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $1,000</td>
</tr>
<tr>
<td>$1,000 - $9,999.99</td>
</tr>
<tr>
<td>$10,000 or More</td>
</tr>
</tbody>
</table>

All Consulting Contracts

Software/Hardware
Memberships and Subscriptions
Travel

Computer Services Approval in Addition to Dollar Amount Approval
Purchasing/Property Management Approval in Addition to Dollar Amount Approval
Human Resources Approval in Addition to Dollar Amount Approval

**NOTE:** ALL APPROVALS ARE ELECTRONIC. YOU MUST COMPLETE THE BANNER AUTHORIZATION FORM TO BE ABLE TO PROCESS OR APPROVE REQUISITIONS. THIS WILL ESTABLISH YOUR ORACLE USER ID. YOU MUST ALSO BE AUTHORIZED TO USE THE ACCOUNT ON THE EMPLOYEE SERVICE ACCESS AUTHORIZATION FORM.
Telephone, fax or written formal by Department or Purchasing Office

Formal bid processed by Purchasing Office

Requisitioner, Dean/Director (and Program Coordinator in Instruction)

Requisitioner, Dean/Director, Vice President

Requisitioner, Dean/Director, Vice President, Vice President of Finance

Computer Services Approval in Addition to Dollar Amount Approval

Purchasing/Property Management Approval in Addition to Dollar Amount Approval

Human Resources Approval in Addition to Dollar Amount Approval

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