To: Controller’s Office

Subject: Expenditure Authorizations

Banner Accounting Codes:

<table>
<thead>
<tr>
<th>Fund Code:</th>
<th>Org Code:</th>
<th>Fund (or Grant) Title:</th>
<th>Org Title:</th>
</tr>
</thead>
</table>

ADD NEW (PLEASE CHECK ONE): _____FINANCIAL MANAGER _____SUB-DELEGATE*

Effective Date: _______________ End Date (if permanent, write permanent): _______________

Department / Center / Institute

Responsible Person Name (Print): ___________________ Tel. ___________________ 

Responsible Person Signature: ___________________ Date Signed: __________

DELETE EXISTING (PLEASE CHECK ONE): _____ FINANCIAL MANAGER _____ SUB-DELEGATE*

Effective Date: _______________ End Date (if permanent, write permanent): _______________

Department / Center / Institute

Name of Person to Delete (Print): ___________________ Tel. ___________________

Please remember these Purchasing Requirements when buying Goods or Services for CSM.

Purchases up to $1,000 are to be on a Field Purchase Order.

Purchases $1,000 to $10,000, must have a Purchase Order issued by purchasing.

Purchases $10,000 to $50,000, must be bid informally and requires a minimum of 48 hours.

Purchases over $50,000 require a formal bid by the purchasing Office and needs at least 2 weeks lead-time.

FINANCIAL MANAGER AUTHORIZATION:

Name (Print): ___________________ Title: ___________________

Signature: ___________________ Date Signed: __________

*As Financial Manager on the account listed above, I wish to sub-delegate my signature authority to the individual listed as a sub-delegate.

If you have any questions about purchasing guidelines, please call Purchasing at ext 3268. Questions about this record should be directed to the Controller’s Office at ext 3166.