



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
2/01/92**

**REVISION
1**

**PAGE
E3-110.0**

**SUBJECT
PURCHASE REQUISITIONS**

SUB-TOPIC

APPROVED SIGNATURES LIST

Purchase Requisitions cannot be processed without an approved signature. An "Authorized Signatures List" is generated by the Budget Department and is available in the Purchasing Department. This list includes the names of individuals authorized to approve purchase requisitions. Purchase requisitions not signed by the proper authority will be returned.