

**Departmental Transactions
for Purposes of Delegations of Approval Authority**

Category I

1. Purchase requisitions (orders placed through the Purchasing Department).
2. Departmental purchase orders (orders placed directly with outside vendors, under agreements and low-value purchase delegation, e.g., M3, D-MC3, RO, U3, OV).
3. University service department orders and requisitions.
4. Direct charges (including travel advances).
5. Vendor invoices (approvals for payment).
6. Payroll time reporting.
7. Payroll expense transfers
8. Distribution of expense.
9. Purchase of State surplus property.
10. Purchase requisitions for dangerous drugs.

Category II

1. Budget transfers (CB and BB).
2. Personnel actions.
3. Entertainment expense vouchers for expenditures up to \$250.
4. Travel expense vouchers.
5. Personnel Activity Report (PAR).
6. All other departmental transactions.