

UVI PROCUREMENT SIGNATURE & APPROVAL WORKFLOW

1. Department Need Identified

Identify goods/services, prepare specifications, confirm budget

2. Prepare Purchase Requisition (PR)

Attach quotes, specifications, and justification if sole source

3. Requestor Signature

Confirms need and accuracy

4. Higher-Level Approvals

- <\$50K - Dean / Component Head / Division VP
- \$50K- \$500K - VP A&F
- \$500k - \$1M - President
- >\$1 M - Board of Trustees
(Capital or major projects)

5. Fund Authority Signature

Accounting confirms funding availability for all budget lines

6. Procurement Compliance Review

- Verifies quotes / competition requirements
- *Reviews sole-source justification (if applicable)*
- Ensures compliance with thresholds & policy
 - Prepares PO/contract package
- Determines whether higher-level approvals are needed

7. Procurement Final Approval & PO Dispatch

PO dispatched to vendor; funds encumbered

8. Receipt of Goods / Services

Department confirms delivery and provides "OK to Pay"

PO related invoices to Procurement - see email addresses below

Procurement email: purchasing@uvi.edu - Include PO and Invoice # in Subject line

9. Purchasing completes the "Receiving" transaction in Banner

10. Accounts Payable Invoice Review & Payment

Matches invoice to PO, confirms receipt, and issues payment

11. Closeout & Audit File Completion

Full documentation retained for audit readiness