

EXAMPLE ONLY



PROCUREMENT AND
BUSINESS SERVICES

September 15, 2022

MEMO TO: Whom It May Concern
FROM: Michael J. Nebesky, Director of Procurement Services
SUBJECT: Delegation of Procurement Approval Authority

By letter of this memorandum, I hereby delegate approval authority of expenditures for departments 5365 and 5322 as follows:

Minimum \$ Limit	Maximum \$ Limit	Delegated to
\$0	\$499	Auto Approval
\$500	\$2,499	Scott Pigeon
\$2,500	>\$2,500	Scott Pigeon (in my absence)

This memorandum must be kept on file for audit purposes and a copy provided to Procurement Services to ensure proper workflow setup in the buyWays eProcurement system.

This delegation is in accordance with the [Disbursement Policy](#) and approval in buyWays will reflect approval to commit University funds.

If you have any questions, I can be reached at (864) 656-2067.

Notes
*-The above limits and delegations are for **example only**. Each department is responsible for establishing their own limits and delegations specific for their area.*
-Multiple people may be delegated authority if appropriate, and/or no delegation is required to be made.
-This is approval to commit funds per Disbursement Policy. Procurement Regulations and Policies must still be followed.

EXAMPLE ONLY



**PROCUREMENT AND
BUSINESS SERVICES**

MEMO TO: Whom It May Concern

FROM:

SUBJECT: Delegation of Procurement Approval Authority

By letter of this memorandum, I hereby delegate approval authority of expenditures for department(s)
as follows:

Minimum \$ Limit	Maximum \$ Limit	Delegated to (Please print first and last name)*	USERID

**Department Heads may choose to have an auto approval. Type Auto Approval in this field, when applicable.*

This memorandum must be kept on file for audit purposes and a copy provided to Procurement Services to ensure proper workflow setup in the buyWays eProcurement system.

This delegation is in accordance with the [Disbursement Policy](#) and approval in buyWays will reflect approval to commit University funds.

If you have any questions, I can be reached at