

Purchase Approval Form

Purchase approval limits

- Less than \$1,000 – no prior approval (except as directed by your Supervisor or Principal Investigator)
- \$1,000 - \$4,999 – prior approval from the fund manager required (Ruth Johnson for funds starting with 4 or 5 and Tina Thomas for all other funds)
- \$5,000 - \$19,999 – prior approval from fund manager and Adam Deany required
- \$20,000 and above – prior approval from fund manager, Adam Deany, and INHS Director required

Before making any purchase over \$1,000, whether by iBuy, P-Card, or requisition (PO), you must submit the following information. Failure to submit the required information or get approval in advance will result in delays or purchases being rejected.

Purchaser's name:

Email:

Phone number:

Vendor name:

General description
of purchase:

Estimated cost:

Fund to be charged, including activity code if applicable:

Purchase method (iBuy, P-Card, etc.):

Email completed form to the INHS Fiscal Office by clicking this button.

Submit

Attach all quotes and supporting documentation to this email.

INHS Business Office Use only

Approvals

Fund Manager Approval:

Approval for purchase > \$5,000:

Approval for purchase > \$20,000: