

Summary for Purchases Exceeding \$100,000

UH ____ UHCL ____ UHD ____ UHV ____

Requisition #: _____ Department Name: _____

- 1. Describe commodities or services to be purchased, the proposed use, benefits to the University, procurement method, and other pertinent information. (Use a separate page if additional space is needed.)

[Empty rectangular box for description of commodities or services]

- 2. Estimated purchase or contract amount including all possible extensions: \$ _____
3. Cost Center: _____
4. Selected Vendor Name: _____
5. Purchases by Athletics Department >\$100,000 AND/OR Other Purchases >\$300,000 ____
6. Purchases \$1,000,000 or greater ____

Sequential Review and Approvals:

Purchasing Director or Designee Signature Date

Dean/Director/College Division Administrator Signature Date

Responsible Vice President Signature Date

Note: For all Athletics Department purchases that exceed \$100,000 and for all other purchases that exceed \$300,000, the approval of the Executive Vice Chancellor/Vice President for Administration and Finance is required unless already signed as Responsible Vice President.

Senior Vice Chancellor/Vice President for Administration & Finance Signature Date

If the purchase exceeds \$1,000,000, the approval of the Board of Regents is required, in which case the signature of the Chancellor will indicate the Board's approval.

Board of Regents Approval Date: _____

Please attach the original purchase requisition, supporting documentation, contract (if applicable), and Board approval certification (if applicable).