Approval Process for PS Requisition over $100,000

The Department Head, VP, or Dean of the responsible unit must send an e-mail message to Erica Carter, Office of Administration and Finance ( [ecarter@ubalt.edu](mailto:ecarter@ubalt.edu) 410-837-5024) requesting approval from the Sr. Vice President for Administration and Finance, with the following information, at a minimum:

* A description of the item or service requested, including the purpose of the acquisition.
* Statement from Department Head that the item was planned and budgeted in the current fiscal year for the amount of the request and that there is no expectation of a budget deficit for the fiscal year.
* Statement from department head confirming that funds are available in the department and account to which the item is being charged.

It would expedite the approval process if a copy of the department P&L report is attached to the email for review.

The Sr. Vice President for Administration and Finance will review the request and either approve the transaction, or consult with the Dean, Department Head or VP.

Questions about this procedure should be directed to Erica Carter, Office of Administration and Finance ( [ecarter@ubalt.edu](mailto:ecarter@ubalt.edu) 410-837-5024).