



Following the University Financial Action Plan, through June 30, 2024, purchases exceeding **\$50,000** will now require approval from your college/division Senior Vice President. External funding sources, including gifts and federal sources, are exempt from this restriction. Purchase Order stacking is not allowed and units will not be allowed to switch fund sources after the approval of a purchase. Financial Services will run a monthly audit report on approved purchases that exceed the \$50,000 threshold.

Complete this form to request approval for your purchase. If approved, attach this signed document to the corresponding eDoc in UAccess Financials.

For questions, contact Purchasing at FNSV-Purchasing@arizona.edu or 520-621-1747.

Individual and Department Information

Employee: _____ Employee Title: _____
Email: _____ Phone Number: _____
Department: _____ Department Number: _____

Purchase Request Information

Brief description of purchase:

Total Purchase Amount: _____ Account(s) Being Used: _____

Is this purchase essential to your department right now? ☐ Yes
☐ No

If yes, explain why:

Are there resources already on campus that can be used instead of purchasing this item(s)? ☐ Yes
☐ No

Can this purchase be delayed until the next fiscal year? ☐ Yes
☐ No

If no, explain why:

Senior Vice President Approval

This request is: ☐ Approved ☐ Denied

Name: _____ College/Division _____
Signature _____ Date _____