



Ohio Administrative Code

Rule 3344-65-21 Approval of purchase orders and change orders.

Effective: October 5, 2020

(A) Purchase orders are evaluated and approved by project, by vendor. Purchases over the bid threshold require a competitive bidding or selection process pursuant to rule 3344-65-16 of the Administrative Code.

(B) Purchase orders, including modifications, require the following approvals:

\$99,999 or less	associate director of purchasing operations or if position is vacant, an employee in purchasing services designated by the controller
\$100,000 - \$200,000	Controller
\$200,001 - \$649,999	senior vice president for business affairs and finance
\$650,000 - \$999,999	university president
\$1,000,000 or more	board of trustees

(C) Approval authority is based on the total amount of the purchase.

(D) Execution of contracts for purchases are governed by rule 3344-66-01 of the Administrative Code.
