**Any purchase above $100,000 require pre-authorization from the Division Head and the Vice Chancellor for Finance and Operations (VCFO will approve in Peoplesoft).**

**Date of Request:**

**Department:**

**Point of Contact for order:**

**Item/Expense Description *(Attach additional information if needed: quote, invoice, etc.):***

**Amount: $**

**Requisition ID:**

**Financial Priority Category:**

Ensuring our students receive a high-quality education

Supporting retention and recruitment of our students

Continuing research and scholarship

Supporting the University’s response to the public health crisis and other engagement activities

Supporting activities that grow revenues for the University

**Justification *(Describe why purchase is needed and how it will be used*):**

**Account Type *(Gift, Grant, Start-up, etc.):***

**Payment Account (Chartfield String):**

MoCode Fund Dept ID Program Project Class Description

**Will Three-Way Match be requested?** Yes No

**If no, what is the justification for Three-Way Match wavier?**

Approved / Denied

Division Head (VP/VC/Dean) Date

Notes: