**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: