

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

Approval of Requisitions

1. **Purpose:** The purpose of this procedure is to establish a clear, consistent, and legally compliant framework for the review and approval of requisitions prior to the initiation of any purchasing or leasing activity on behalf of Schoolcraft College. This procedure ensures that all acquisitions are authorized by individuals with delegated authority, supported by adequate documentation, aligned with approved budgets, and processed in accordance with applicable federal and state laws, regulations, regulatory guidance, and institutional policies. The procedure promotes transparency, accountability, and internal control by defining the approval thresholds, routing requirements, and authorization workflows necessary to safeguard College resources and maintain compliance with Policy 5110.
2. **Scope:** This procedure applies to all College employees, departments, divisions, programs, and units involved in initiating, reviewing, approving, or routing requisitions for the purchase or lease of goods, services, equipment, or property using any College-controlled funds, including general fund dollars, restricted or designated funds, auxiliary or enterprise funds, capital funds, and federal or state grant funds. This procedure governs all requisition approvals regardless of funding source unless a grantor, statute, or regulatory authority imposes more restrictive requirements, in which case the more restrictive requirement shall apply. The procedure must be followed before any purchasing action may be initiated and shall be read in conjunction with Policy 5110 and Procedure 5110.1.
3. **General Requirements:** The following general requirements establish the foundational controls that apply to all requisitions submitted under this procedure.
 - 3.1 **Mandatory Routing and Compliance:** All requisitions must follow the approval routing, authorization hierarchy, and documentation requirements established in this procedure before any purchasing action may be initiated.
 - 3.2 **Relationship to Procedure 5110.1:** Approved requisitions will follow the established processes outlined in Procedure 5110.1.
 - 3.3 **Segregation of Duties:** No individual may initiate, approve, receive, and authorize payment for the same procurement transaction. Requisition initiation, approval, purchasing, receiving, and payment functions must remain segregated to ensure effective internal controls.

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4. **Requisition Submission and Initial Approval:** The requirements below govern the submission of requisitions and the initial approval actions necessary to authorize a purchasing or leasing request.
 - 4.1 **Budget Manager Approval:** Requisitions must be approved by the appropriate budget manager through Adobe Acrobat Sign. Once the Purchasing Department receives and approves the requisition, the corresponding funds will be encumbered.
 - 4.2 **Availability of Funds:** No purchase, requisition, or contractual commitment may be initiated, approved, or processed if sufficient budgeted funds are not available and verified at the time of approval.
5. **Additional Approval Requirements:** The following requirements apply to requisitions that exceed the standard approval threshold.
 - 5.1 **Executive-Level Approval Threshold:** Requisitions exceeding \$5,000.00 require additional approval from the appropriate executive administrator, as well as approval from either the Director of Purchasing or the Chief Financial Officer.
6. **Conflict of Interest Requirements:** All requisition approvals must comply with the conflict-of-interest requirements in Policy 1030 and Policy 5110. Individuals with a real or apparent conflict may not participate in any approval or routing action.
7. **Documentation Requirements:** All requisitions must include documentation sufficient to demonstrate business purpose, funding source, and required approvals. Documentation requirements for competitive purchasing, federal procurement, and contract type selection are governed by Procedure 5110.1. Departments are responsible for monitoring vendor performance within their operational areas after goods or services have been received, consistent with Procedure 5110.1.
8. **Processing of Approved Requisitions:** Once all required approvals have been obtained, requisitions must be processed in accordance with established purchasing procedures
 - 8.1 **Encumbrance and Processing:** After all required approvals have been obtained, requisitions shall be processed in accordance with Procedure 5110.1.

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9. **Requirements for Grant-Funded Purchases:** Requisitions funded in whole or in part with federal or state grant funds must comply with the requirements in Procedure 5110.1 §4.4–4.5.1. The Purchasing Department is responsible for verifying federal procurement compliance prior to issuing a purchase order.
10. **Cross-References:** The following policies and procedures support and govern the requirements set forth in this procedure and shall be read and applied in conjunction with the cross-referenced procedures within the 5110 series:

Procedure 5110.1 – Purchasing

Procedure 5110.3 – Check Requests

Procedure 5110.11 – Credit Cards and Purchasing Cards

Procedure Governance Information

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