

COLORADO STATE UNIVERSITY-PUEBLO

PURCHASING MANUAL

I. PURPOSE

University departments are delegated the use of the Check Request (CR) for payment of invoices totaling \$5,000 and less and where an approved commitment voucher is not required (such as utility bills, dues, memberships, and conference registrations). The CR should not be used in lieu of a contract or purchase order when one is required. A CR is created in the CSU-Pueblo AIS System.

II. AUTHORITY:

Authority to use the CR is open to all colleges and departments.

III. POLICIES

- A. Departments are prohibited from artificially splitting an invoice in order to circumvent the \$5,000 limit.
- B. The department is responsible for submitting a Purchasing Requisition with invoice to Procurement Services to request a Check Request.
- C. The department is responsible for any corrective action associated with the CR.
- D. All written agreements requiring the University's signature **MUST** be processed by Procurement Services, regardless of dollar amount.