



# Procurement Policy

## Appendix C Delegation of Authority Matrix (DOA)

Endorsed by the University Council (UC)  
on December 2, 2022

Approved by the University President  
on December 2, 2022

Approved by the Executive Committee of the Board of Trustees (BoT)  
on April 11, 2023

## Procurement Policy

### Appendix C

#### Delegation of Authority Matrix (DOA)

#	Approval to Issue Purchase Order (PO)	Threshold <sup>1</sup>
1	Director of Procurement	Micro Purchase <sup>2</sup>
2	Director of a Regional Campus	Small Purchase <sup>3</sup>
3	Director of Finance	Small Purchase <sup>4</sup>
4	Vice President for Finance	Bid (Sealed) up to US \$ 20,000
5	President	Bid (Sealed) more than US \$ 20,000

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<sup>1</sup> It is implicit that the authority of an officer who approves a higher threshold encompasses a lower threshold

<sup>2</sup> As specified in Appendix B

<sup>3</sup> As specified in Appendix B

<sup>4</sup> As specified in Appendix B