

CUNYfirst Business Procedure P-002 – Purchase Order Approval

The CUNYfirst system requires that all Purchase Orders follow a consistent set of procedures for their creation, approval and dissemination.

- All Purchase Orders must be approved by the Purchasing Director or the appropriate college designee, in accordance with the Memorandum on Contract Signing Authority, dated January 31, 2011, issued by General Counsel and Senior Vice Chancellor for Legal Affairs, Frederick



CUNY Contract
Signing Authority.pdf

Schaffer, attached.

- All Purchase Orders must be signed by a Purchase Order Approver prior to dispatch to the vendor.
- Under no circumstances, can a Purchase Order be created and approved signed by the same individual or approved by a subordinate.
- Signed purchase orders can be sent to the vendor by fax, postal/delivery services or scanned as a PDF and sent via email.