

Signature Routing Instructions

Proper signatures are required on Purchase Requisitions and all Contracts, Purchase Orders, Agreements, etc. regardless of their dollar value.

Additional approval is required for IT related purchases:

University Information Technology (UIT) All software, hardware and/or IT related purchases are to be reviewed and approved by UIT before purchasing. Please contact UIT at uitprocurement@montana.edu or Procurement & Contract Services for additional information.

Purchase Requisitions:

If the total contract value exceeds \$25,000.00, Departments must submit a Purchase Requisition to Procurement and Contract Services. Departments must obtain the following signatures before submitting the PD-1 Purchase Requisition to Procurement and Contract Services.

PERSONNEL	Total Contract Value over \$25,000
Requisitioner/Principal Investigator (PI)	X
Department Head (optional)	optional
College Dean/Director (optional)	optional
OSP Administration (OSP Funded Only)	X
Appropriate Vice President or direct report to President	X

Contracts, Purchase Orders, Agreements:

Departments must obtain the following signatures on all Contracts, Purchase Orders, Agreements, etc. prior to commencement of work by the Contractor. All Contracted Services Agreements must be sent to the Contract Specialist in Procurement and Contract Services for review and approval prior to routing to the vendor for signature.

PERSONNEL	Up to \$5,000	\$5,000 to \$25,000	Over \$25,000
Contractor/Vendor	X	X	X
Appropriate Vice President, College Dean, direct report to President, or authorized signatory if delegated	X	X	X
OSP Administration (OSP Funds Only)		X	X
MSU Legal Counsel			X
Director, Procurement Services			X

Note: MSU Staff are not authorized to sign ANY vendor-supplied agreement (i.e., a vendor's contract template rather than a MSU contract template), regardless of \$ level only the personnel listed above can approve and sign vendor agreements, terms & conditions, licensing agreements, etc.