



Authorization to Spend ≥ \$250,000

When to use form:

BPA validation of funds availability must be attached to requisition requests of \$250,000 or more, or when requesting to amend an existing PO that results in the total exceeding \$250,000. Additional approval from the CFO is required for amounts equal to or greater than \$1,000,000.

Instructions:

Email a PDF of this completed form to bpa-01@csus.edu. The form must be signed by the VP/Provost/Director or their authorized delegate. With your email, include an FDW report (formatted Excel file) showing BALANCE AVAILABLE in the specific chartstring that you have identified on the form. For auxiliaries/self supports, submit your approved budget identifying the account or line item where funds for the purchase or service are budgeted. If required, BPA will route to the CFO for approval. Once validated and approved, BPA will email you the form to attach to your requisition.

SUPPLIER NAME

SUPPLIER ID

CHARTSTRING

TERM OF CONTRACT

QUOTE/REFERENCE #

TOTAL

Explain purpose of expenditure and any additional information to assist BPA's review.

If an amendment, input existing PO or Contract # below.

Signatures

VP/Provost/Director or Delegate

Name/Title

Date

By signing here, I affirm that I have committed sufficient funds for the requisition amount.

Signature

BPA Validation of Funds

CFO Approval (Amounts ≥ \$1,000,000)

Name

Date

Signature

Date

BPA notes/comments: