

College Station ISD 2021-2022 Fiscal Year
 eFinance Purchase Requisition Approval Authority
Send To: AWATSON@CSISD.ORG by August 31, 2021

Department Name: _____

eFinance Requisition LOCATION Code (e.g.: FA=Fine Arts): _____

Purchase requisitions may be prepared and entered in eFinance by the Director's designee. All Purchase Requisitions must be approved by the appropriate Director or designee before being electronically converted to a purchase order. The method of approval of requisitions may be at the Director's discretion at the department level as long as some physical evidence of approval is kept in the department. The Director may designate approval authority to another person(s).

Please select ONE of the following methods of electronic purchase requisition approvals:

_____ I will electronically approve purchase requisitions for my campus/department. I understand that I must log into eFinance and approve all Requisitions before they can be turned into Purchase Order. ***I will not share my password with ANY other person.***

_____ I designate the following individual(s) to electronically approve purchase requisitions with their own login ID and password. I will retain physical evidence of my approval of all purchase requisitions in my department records.

Name	Dept./Section	eFinance User ID	Max \$ Amount or Unlimited

***Optional:** _____ I further designate that I will electronically approve all purchase requisitions over \$_____ (example: \$10,000).

 Director Name

 Director Signature

 Title

 Date