

Purchase Requisitions and Small Order Forms

For Cleveland State University's Purchasing Policies, please see:
<http://www.csuohio.edu/offices/controllers/policies/purchasing.pdf>

Small Order forms are used for purchases of \$1,000 or less. For purchases of more than \$1,000, a Purchase Requisition should be used. Purchasing requires that the requester and someone above the requester's level sign the forms. Any purchase by or reimbursement to a department Chair must be signed by the Dean.

The Purchasing Department has not established specific signing limits for purchases, but has left that to the discretion of the individual College's Dean's Office.