

(name and email address).

- f. Also, add to internal notes **CONFIRMATION ONLY PO**
- g. Use account codes: ~~750~~ for Software RENEWAL, ~~300~~ or NEW Software  
NOTE: DO NOT USE ANY OTHER CODE NUMBERS

**2. Requisition will go through the following level approvals**

- a. Level 1 department/grants etc.
- b. Level 2/3 depending on amount (unless otherwise approved, the threshold limit for a BPC purchase is \$000)
- c. OT approval -review for requirements of resources, network, etc.
  - i. If RENEWAL, it is a quick review.
  - ii. If NEW - review by impacted areas with possible questions sent to requisitioner/department
- d. If NEW, legal review to be completed with redlines being approved by vendor and UCM. Procurement will work with vendor and Legal for this review and approval process.
- e. Procurement purchase review
  - i. Purchase review INCLUDING legal review

**3 PO created –WILL NOT BE SENT TO VENDOR**

