

**Purchase Order Process**

***All Catawba College purchases or expenses exceeding $2,000 must have a purchase order in place BEFORE making the purchase unless the expense is on the exceptions list.***

Email completed purchase requisitions to Brenda Jones, AP Specialist, at bdjones@catawba.edu for electronic processing into a purchase order.  Paper copy submissions are acceptable too. Be sure to include an attachment with supporting documentation (i.e. quotes/estimates). Please add the vendor name and dollar amount in the subject line of the email, as well.

**Please copy the following persons (in addition to Brenda Jones) in your email for electronic approvals in lieu of signatures:**

**For Purchase Requisitions (*and Invoices*) $2,000 to $19,999:**

**Review and Approval by Your Authorized Department Head/Budget Manager,**

**and then 2 of the following signatures required:**

* **Signature Authority #1--**Lauren Cox, VPFA/ CFO, at [lvcox21@catawba.edu](file:///C%3A%5CUsers%5Ccmlowder18%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CWQ5E5PVJ%5Clvcox21%40catawba.edu%C2%A0)
* **Signature Authority #2—**Norma Brice, Controller, at njbrice22@catawba.edu

***OR-*** Christy Lowder, Director of Finance & Purchasing, at cmlowder18@catawba.edu

* ***-OR-* Signature Authority #3--** Dr. Connie Lowery, Provost, at clowery@catawba.edu

**For Purchase Requisitions (*and Invoices*) > $20,000:**

**Review and Approval by a Cabinet Member or Appropriate VP,**

**and then 3 of the following signatures required:**

* **Signature Authority #1--**Dr. David Nelson, President, at dpnelson20@catawba.edu
* **Signature Authority #2--** Lauren Cox, VPFA/ CFO, at lvcox21@catawba.edu
* **Signature Authority #3—**Norma Brice, Controller at njbrice@catawba.edu

 ***-OR-*** Christy Lowder, Director of Finance & Purchasing, at cmlowder18@catawba.edu