

Effective March 25, 2024, The Southern University Agricultural Research and Extension Center (SUAREC) implements the following policy. This policy is designed to maximize the efficiency and convenience of the purchasing approval process. This policy applies to everyone working at SUAREC, or working on behalf of the SUAREC who originates requests for goods and/or services.

All Purchase Requisitions require at least two different signatures- a requestor or individual initiating the purchase and/or service, and a signature of an authorized approver.

All Purchase Requisitions require the approval signature of the Vice Chancellor (Department Heads of SUAREC), for all budget codes and funds assigned to their delegated departments.

If a Requisition is being paid with a grant and/or other designated funds, the Project Director/Principal Investigator/etc. signature is required.

**Purchases \$10,000-** Requisitions of 10,000-49,999.99 require the approval signature of the Vice Chancellor for Finance and Administration.

**Purchases \$50,000-** Requisitions 50,000 and above require the approval signature of the Vice Chancellor of Finance and Administration and the Chancellor.

All current procedures and signature requirements for requests to be paid with Federal Facility funds will remain in place and are not modified by this policy.

All Purchase Requisitions must be submitted to SUAREC Finance and Administration Department after all required approval signatures are attained.

This policy applies to the terms mentioned herein and is applicable to the signature requirements and approvals for the SUAREC campus. All other procedures, regulations, and guidelines can be found at [Purchasing Information | Southern University and A&M College](#)

Policy Effective on March 25, 2024 and Approved on \_\_\_\_\_ by  
Orlando F. McMeans, Ph.D. Chancellor-Dean for the Southern University Agricultural  
Research and Extension Center.



Signature



Date

Dr. Orlando F. McMeans, Chancellor-Dean  
Southern University Agricultural Research and Extension Center  
College of Agricultural, Human, and Environmental Sciences



## Document Workflow for Facility Projects funded by USDA/NIFA

**Dr. Walker-** Facilitator of State Facility Funds and Project Director for all SUAREC construction projects

**Dr. Toledo-** Facilitator of Federal Facility Funds, and Department Head approval for Research Funds

**Dr. Marshall-** Department Head approval for Teaching /Instructional Funds

**Dr. York-** Department Head approval for Extension Funds

**Dr. Udoh-** directs all correspondence with USDA/NIFA, submits all requests, change orders, receipt of approvals, award letters, award amendments, etc., all related to federal funding.

