

COLORADO STATE UNIVERSITY
Financial Procedure Instructions
FPI 3-2

1. **Procedure Title:** Revenue Contracts – Use of purchase orders to purchase University Services
2. **Procedure Purpose and Effect:** Periodically clients or customers of the University wish to purchase services from the University by using a purchase order. This procedure delineates the process for obtaining approval to provide services under a client or customer purchase order.
3. **Application of Procedure:** This procedure applies to the Office of Contracting Services and the department/lab wishing to provide the services.
4. **Exemptions:** None.
5. **Definitions:** None.
6. **Procedure Statement:**

Client/Customer purchase orders typically contain terms and conditions that are intended to bind the university to the obligations contained therein. Such documents must be reviewed and approved in the same manner as Services Agreements before the University provides services thereunder. All such purchase orders should be submitted to Contracting Services for review. Purchase orders greater than or equal to \$10,000 will be approved by original signature. Purchase orders less than \$10,000 may be approved via e-mail communication. It is at the Reviewing Attorney's discretion to determine whether the University would be better served by requiring a Services Agreement in lieu of the purchase order.
7. **Reference and Cross-References:** None.
8. **Forms and Tools:** None.