

Buying Manual

Subject: Paying for Goods and Services that Do Not Require a PO
Title: Eligible for Direct Payment with Approval of Authorized Unit

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Eligible for Direct Payment with Approval of Authorized Unit

The review and approval of certain Specialized Services has been delegated by the Board of Trustees to specific units at the university, based on that unit's specialized knowledge of the service. These payments may be made directly by disbursement voucher (i.e., check, ACH, or wire transfer); however, approval from the unit with delegated authority must accompany any request for payment. Payments can be made at dollar levels greater than the formal bid limit of \$25,000. See [University Policy 4.2, Transaction Authority and Payment Approval](#), for information on the necessary approvals based on dollar levels.

◆ **Caution:** The procurement of these specialized services may require a contract. Whether the services shall require a purchase order and/or a unique contract is at the discretion of the unit listed in parentheses. For additional information on contracts, see the [Paying for Services, section 700](#) of this manual.

- Architectural & Engineering Services (requires approval of Contracts and Capital Projects)
- Audit related services (requires approval of the University Audit Office)
- Benefits & Employment services (requires approval of the Division of Human Resources)
- Construction Contracts (requires the approval of Contracts and Capital Projects)
- Energy and energy related financial instruments (requires approval of Utilities and Energy Management)
- Insurance (requires the approval of Risk Management & Insurance)
- Investments (requires the approval of the University Investments Office)
- Legal services (requires the approval of the Office of the University Counsel)
- Real estate (requires approval of the Real Estate Department)
- Sponsored Programs – Subcontracts (requires the approval of the Office of Sponsored Programs)
- Treasury services/Debt/Banking (requires the approval of the Office of the Treasurer)

◆ **Note:** For information on requesting your payment by check, or equivalent electronic method, see “Disbursement Voucher” at the end of [section 203](#) of this manual.