

Additional Approval Addendum

This addendum must be completed when additional authorizations are required by University policy and to satisfy best practices. This form should be completed and attached to the NoPO form in UShop.

Supplier Name:

Supplier Invoice #: Invoice Amount:

Reasons for additional approvals: (Check All That Apply)

Recruiting or entertainment expenses require Dean, Director or Chair signature.

Honoraria for more than \$1,000 require a Vice President approval.

Policy exceptions require a Vice President signature. Please indicate which policy is being overridden and the reason for the exception in the space below.

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Payment for University parking permits for anyone other than visitors or guests to the University require the President's signature.

Donations made by University departments that exceed \$1,000 must be approved by a Vice President or designee.

New memberships must be approved by a Dean, Director or designee.

Signatures and Authorizations: Please print the name and title of the approver. Signatures should be dated.

Signature	Date
Name and Title	

Signature	Date
Name and Title	

Signature	Date
Name and Title	