

COLORADO STATE UNIVERSITY PURCHASING MANUAL

I. GENERAL

University departments are delegated the use of the Disbursement Voucher (DV) for payment of invoices totaling \$5,000 and less and where an approved commitment document is not required. The DV is a check request document only and should not be used in lieu of a contract or purchase order when one is required. DV are created in the CSU Quali Financial System.

II. AUTHORIZATION

Authority to use the DV is open to all colleges and departments.

III. POLICIES

- A. Departments are prohibited from artificially splitting an invoice in order to circumvent the \$5,000 limit.
- B. The department is responsible for submitting the invoice to Account Payable.
- C. The department is responsible for any corrective action associated with a DV.
- D. All written agreements requiring the University's signature **MUST** be processed by the Department of Procurement and Contracting Services, regardless of dollar amount.