Procurement approval routing for requisitions, change orders, and vouchers are determined based off of the combination of category, department, and account codes. In addition, the dollar amount of the transaction will determine who within a department should approve the transaction as well as whether a member of the central purchasing or accounts payable group needs to approve the transaction.

Dollar Thresholds for Requisitions and Vouchers

Department / Central	Lower Limit	Upper Limit
Departmental	$0	$1,000
Departmental	$1,000	$2,500
Departmental	$2,500	$15,000
Departmental	$2,500	$30,000
Departmental	$2,500	$100,000
Departmental	$2,500	$500,000
Departmental	$15,000	$500,000
Central	$500,000	$1,000,000
Central	$500,000	$2,000,000
Central	$500,000	$5,000,000
Central	$500,000	$10,000,000
Central	$500,000	Unlimited

Travel Advance Vouchers

All Travel Advance Vouchers need to be approved by someone with a Travel Advance Approver role. For certain dollar thresholds, Controller's Office Authorization is required:

Requires Controller's Office Authorization	Lower Limit	Upper Limit
No	$0	$500
No	$500	$2,500
Yes	$2,500	$15,000
Yes	$15,000	$50,000
YEs	$50,000	Unlimited

Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com