Kent State University

Procure-to-Pay Project

Alignment of Financial Thresholds

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| Category | Description | Implementation |
| Purchase Orders | The threshold at which the purchase of goods requires a PO is currently $2500. The university traditionally sets its PO thresholds to match those of the State of Ohio. The state has increased its PO threshold for goods to $5000.  | Threshold will be increased from $2500 to $5000 |
| Pcard | The single transaction limit for non- transportation and lodging purchases paid by a pcard is $2499.99, in alignment with the PO limit for goods. | The upper limit for all single pcard transactions will be increased to $4999.99. |
| Purchase Requisition and Payment Requests | The establishment of university-wide financial approval levels for purchase requisitions and payment requests will increase consistency and decrease confusion. | The approval levels will be established as follows. The incumbents listed are suggestions and departments whose size/processes require it may elect to have individuals placed at more than one level.* Level 1 ($0 through $4999.99) – business manager or equivalent
* Level 2 ($5,000 through $9,999.99) – department head, college-level business officer, or designee
* Level 3 ($10,000 through $24,999.99) – dean, assistant/associate vice president, or designee
* Level 4 ($25,000 and up) – vice president/executive officer or designee
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| Expense Reimbursements | Level 1 expense reimbursement approvers can approve up to $2499.99. | The Level 1 approval limit will be increased to $4999.99. Level 2 will approve expenses over that amount. |