

CPFM Department: Business & Finance	SOP Number: CPFM-BF-4
	Effective Date: 1/5/2026
Title: Requisition Submission, Review and Approval Process	Revision Date: 5 years
	End Date: Indefinite
Signature: Dean Tufts, Vice President Campus Planning & Facilities Management (CPFM)	

PROCEDURE: Process for submitting, reviewing and approving CPFM requisitions.

PURPOSE: To provide the procedures for appropriate management of, and updated thresholds for, CPFM requisitions.

PROCEDURE: Effective 1/1/2026, thresholds for the number of bids required to determine price reasonableness have been modified by Office of Procurement & Distribution Services **for CPFM capital and maintenance requisitions only.**

REQUISITION AMOUNT	BIDS REQUIRED
\$0 - \$19,999	1
\$20,000 - \$99,999	2
\$100,000 AND ABOVE	3

Project managers will submit all requisitions to the Department of Business and Finance (B&F). The submission must include the following supporting documentation: successful bid, the required number of unsuccessful bids, a workers' compensation certificate, and project-specific insurance that meet CWRU's minimum requirements. Requisitions submitted for construction contracts must include a signed bid tab. Single/Sole Source Justification or a Professional Bid Exemption Form must be included when competitive bidding is not used.

B&F staff will review the requisition for accuracy and completeness. Requisitions between \$5,000 and \$20,000 will receive an additional review from the Assistant Director of B&F. Requisitions greater than \$20,000 will be reviewed by both the Assistant Director and the Director of B&F. Following these reviews, B&F staff will upload the requisition into PeopleSoft.

The expectation is that this process will be completed within two business days.

Once uploaded into PeopleSoft, requisitions will be routed for CPFM final approval. The requisition amount determines the level of approval required as per the tables below.

The expectation is that this process will be completed within two business days.

For requisitions tied to CIP Projects (KPOs), the following approvals are required:

KPO REQUISITION AMOUNT	APPROVAL REQUIRED
\$0 - \$19,999	Supervisor or Coordinator
\$20,000 - \$99,999	Assistant Director or CM/DM
\$100,000 AND ABOVE	Department Head

For all other requisitions, the following approvals are required:

REQUISITION AMOUNT	APPROVAL REQUIRED
\$0 - \$19,999	Supervisor or Coordinator
\$20,000 - \$99,999	Assistant Director
\$100,000 AND ABOVE	Department Head

Following approval by CPFM leadership, the requisition is routed to the Office of Procurement & Distribution Services (PDS) for review and approval.

The PDS buyer ensures the requisition and supporting documentation meets the requirements of the CWRU Procurement Policy.

If the requisition is over \$25,000, the requisition must also be reviewed and approved by either the Senior Director of Procurement or the Associate Vice President of Campus Services before the buyer can create and dispatch the purchase order.

Procurement's review is expected to take three business days to complete.