For the Single Source/Sole Source, some Professors are also the department chair, so they have the signing authority to approve single source sole source form. Do I need to get approval from higher level such as Dean?

Yes. Minimum of two signatures are required on the Single Source/Sole Source form before it's forwarded to Purchasing Services. If the requestor happens to be the same person as who has the signing authority to approve the Single Source/Sole Source, such as the department chair, a higher level approval is required.

Category:

- Procurement/Payables [1]

Source URL:https://finance.uoguelph.ca/single-sourcesole-source-some-professors-are-also-department-chair-so-they-have-signing-authority

Links
[1] https://finance.uoguelph.ca/taxonomy/term/107