

P-card & Requisition Approval Process

	Division	Approval Limit
Dr. Phillip Bridgmon, V.P.	Academic Affairs	≥\$5,000
Bernadette Hinkle, V.P.	Administration and Finance	≥\$5,000
Dr. Blake Bedsole, V.P.	Enrollment Management	≥\$5,000
Mike Hutchison, V.P.	Advancement	≥\$1,000
Coach Steve Mullins	Athletics	≥\$1,000
Laury Fiorello	Ozark	≥\$1,000
Dr. Keegan Nichols, V.P.	Student Services	≥\$1,000
Dr. Robin Bowen, President		≥\$50,000

- Requisitions that exceed these limits are subject to approval.
- Procurement will obtain the approvals after the requisition is printed in our office. **Note: Approval from Dean may be obtained by requestor and forwarded via email to academicaffairs@atu.edu when requisition is entered.**
- You will know the approval has been received when you receive a PO in your inbox.
- Grants go to Budget Office for approval.