Approval Procedures

All requisitions must be approved in CUNYfirst by:

- The Requestor's Supervisor, regardless of who creates the requisition.
- The appropriate department budget approver(s).
- The specific category approver for the following goods and services. For specifically identified goods and services, including information technology, hazardous materials, outside legal services, construction funded from operating funds, and furniture/equipment, specific category approval is required. With the exception of outside legal services, the requisition will be routed to the appropriate category approver based on the business unit of the user who created the requisition.
  - Information technology requisitions will be routed in CUNYfirst to the CIO and/or his/her designee/s.
  - Hazardous materials requisitions will be routed for approval in CUNYfirst to the Hazmat/OSHA Manager and/or his/her designee/s.
  - Construction requisitions will be routed in CUNYfirst to the Facilities Manager and/or his/her designee/s for approval.
  - Furniture and other non-IT equipment requisitions will be routed in CUNYfirst to the Facilities department for approval.
  - Requisitions for outside legal services will be routed in CUNYfirst to the CUNY Office of General Counsel for approval.
  - Each category approver is responsible for ensuring that requisitions routed to them satisfy CUNY requirements and policies related to the relevant category of goods or services.