Purchasing and related payment transactions are initiated by the finance team at the department level and then processed centrally by PENN. Everyone who authorizes the expenditure of University funds for any purpose must confirm that the expenditures are:

- Reasonable and necessary
- Consistent with established University policies and practices
- Applicable to the work of the University, including instruction, research and public service
- Consistent with sponsor or donor expenditures restrictions

Contracts:
Unless authority has been granted to an individual by the Trustees, only the Purchasing Services Department has the authority to enter into a purchase agreement or otherwise obligate the University.

RESOURCES
Looking for a Vendor: UPENN Supplier List or Penn Marketplace

Not sure what method to use for your purchase (i.e. PO, Credit Card, etc.): UPENN Commodity Matrix. Still unsure, please check with your Business Officer.

APPROVAL LIMITS
Purchasing approval limits are set by the Business Office of your department to align with the current organizational structures, as well as to enhance empowerment, efficiency and effectiveness of the process. Please check with your Business Office for what these levels are.

Additional Questions: Contact your Business Office