



# Memorandum of Understanding

## Delegated Authority for Requisitioners

This Memorandum of Understanding is between the Office of Sponsored programs (OSP) and those using the Ohio State University Procurement system for purchases on sponsored projects. Please review the [Delegated Requisitioner Resources \(http://osp.osu.edu/administration/download/DelegatedRequisitionerResources.pdf\)](http://osp.osu.edu/administration/download/DelegatedRequisitionerResources.pdf) on the OSP web site.

The delegation of requisitioner authority to enter requisitions into the university's procurement system (OSURF business unit) for the sponsored project(s) located within the college named below is granted with the understanding that the college and the delegated requisitioner adhere to the responsibilities and restrictions listed below.

### Responsibilities

- The delegated requisitioner must obtain written or electronic approval from the principal investigator (PI) or project staff who have been granted project signature authority by the PI for the items listed on each requisition entered. Note: these transactions are considered approved by the PI when received by OSP Purchasing.
- The delegated requisitioner will provide accurate chart field information.
- The delegated requisitioner must obtain current pricing and ordering information from vendors prior to submitting electronic requisitions. The vendor's price quotation number(s) and/or the name of the vendor's representative providing the price quotation must be referenced on the requisition. Written price quotations are to be sent to OSP Purchasing and reference the requisition number.
- The college and delegated requisitioner agree to retain all written or electronic documents containing the PI's signature or a signature of a project staff person who has been granted signature authority by the PI for the items requested. This documentation is subject to applicable OSP and university record retention schedules for post audit review by OSP Purchasing or auditors.
- The college agrees to notify OSP Purchasing and all appropriate parties when a delegated requisitioner is no longer employed by the department, college or the university.

### Restrictions

- The college and delegated requisitioner agree NOT to submit electronic requisitions for the following types of transactions: Subawards (subcontracts), consultant agreements, and animal orders.

### Acceptance of Responsibility

I have completed all training requirements, read and understand all applicable procurement policies and procedures, and will comply with the requirements stated in this memorandum of understanding.

Authorized Delegated Requisitioner (Print or type.)	Signature	Date

### College Approval

College (Print or type.)	College Senior Fiscal Officer (Print or type.)	Signature	Date

### Office of Sponsored Programs Approval

Director of Purchasing (Print or type.)	Signature	Date

**This Memorandum is in effect upon approval by OSP and will remain in effect until terminated by either party.**

Return completed form and signed copies via campus mail to:  
Roger Bigelow, Director of Purchasing; Office of Sponsored Programs; 1960 Kenny Road; Columbus, Ohio 43210.