

# COLORADO STATE UNIVERSITY PURCHASING MANUAL

## I. GENERAL INFORMATION ON AFE

### PURPOSE

- A. University departments are delegated the use of the Authorization for Expenditure (AFE) for purchases totaling \$5,000 and less for AFEs issued in the CSU Marketplace e-Procurement System (SciQuest®), or \$3,000 and less for AFEs issued in CIS. The AFE is a check request document only and should not be used as a purchase order. Departments are prohibited from artificially splitting a purchase in order to circumvent the \$5,000 or \$3,000 limits.
- B. The AFE may be used for services costing \$5,000 and less for AFEs issued in the CSU Marketplace e-Procurement System (SciQuest®), or \$3,000 and less for AFEs issued in CIS, unless the service might be more advantageously obtained through central purchasing procedures. Maintenance agreements and one-time rentals under \$5,000, and for a period of less than three months which will not recur, may be purchased on an AFE **ONLY** if there is no written agreement requiring the University's signature. When acquiring personal services (labor, time or effort) with an AFE, it is the ordering department's responsibility to request and obtain an insurance certificate from the vendor showing general liability, worker's compensation, employer's liability, and auto liability coverages (see the PCS website for instructions and coverage amounts).
- C. All written agreements requiring the University's signature **MUST** be processed by the Department of Procurement and Contracting Services, regardless of dollar amount.
- D. The ordering department is responsible for any corrective action associated with an AFE.

## II. AUTHORIZATION

Authority to use the AFE is open to all colleges and departments. Departments are responsible for the order, control and receipt of goods and services.

## III. POLICIES

AFE documents are created via CIS or the CSU Marketplace e-Procurement System (SciQuest®). See either the CIS Manual or the CSU Marketplace e-Procurement System User's Guide for policies and procedures concerning the creation of AFE.