

## DATA INTEGRITY APPROVAL FORM

All Data Integrity purchases over \$1,500 (after tax) charged directly to a cost centre require special approval before processing. The purchaser must seek approval from the person to whom s/he normally reports (holds a more senior position), enabling a one-over-one approval.

Approval must come from any one of the following:

- Department Chair
- Department Head
- Dean or Designated Associate Dean
- Principal
- University Librarian or Designated Associate University Librarian
- Vice-President, Assistant Vice-President, or Associate Vice-President
- Director
- Executive Officer or his/her designate

### DATA INTEGRITY ORDER PROCESS

1. Obtain a Sales Order from Data Integrity
2. Forward the Sales Order and this Approval Form to the appropriate individual listed above
3. Have Approver sign the Order Approval section and return both documents to you
4. Present the Sales Order and signed Approval Form at Data Integrity
5. Data Integrity will release the order and the order will be filled
6. Data Integrity retains the Sales Order and signed Approval Form for subsequent review by the Office of the Comptroller

<b>ORDER APPROVAL</b>			
Purchaser's Name:			
Sales Order #:			
Account/Fund/Cost Centre:	Account	Fund	Cost Centre
Approver's Name (please print):			
Title:			
Approver's Signature			
Date:			

Refer any questions/concerns regarding this procedure to:

Sanish Samuel – Comptroller at [sanish@yorku.ca](mailto:sanish@yorku.ca)

Dexter King – Director, Procurement Services at [dking@yorku.ca](mailto:dking@yorku.ca)

