

Annex 3: Purchase Requests to Procurement (Equipment and expenses expenditure)

The ordering process is started with the purchase request. The person providing the signature confirms the material correctness and the correct accounting of the order transaction and thus accepts responsibility for the correct value flow.

The signature authorizations USB 100 – 800 gives authorization to release purchase requests for transaction in one's own area of responsibility.

The purchase requests only then lead to ordering by the procurement organization if an additional comm. order release in accordance with USB 202 – 802 (2-pairs-of-eyes principle) has been made.

A fragmentation of transactions with the aim of remaining below the value limit is not permitted.

Authorization type	Content	Level	Specification
USB 100	> 410.000 € > 500,000 \$	Level 1	The USB authorizes: Signature on purchase request to procurement (in MyOrders procedures)
USB 200	≤ 410.000 € ≤ 500,000 \$	Level 2	
USB 300	≤ 160.000 € ≤ 200,000 \$	Level 3	
USB 400	≤ 80.000 € ≤ 100,000 \$	Level 4	
USB 500	≤ 50.000 € ≤ 60,000 \$	Level 5	
USB 600	≤ 8.000 € ≤ 10,000 \$	Level 6	
USB 700	≤ 1.750 € ≤ 2,000 \$	Level 7	
USB 800	no	Level 8	