

Understanding Level 3 GL Approval Workflow

Certain commodities require additional enterprise approvals after completion of Level 1 (L1) and Level 2 (L2) approvals local to the unit/division/college. These commodities represent high risk purchases or have other nature requiring institutional oversight and approval prior to Purchase Order processing and placement with suppliers. These workflows are driven by assignment of the appropriate GL account. Any requisitions of the below commodities that are assigned to GL accounts other than those in the list will be returned to the ordering department to update and resubmit for the proper workflow approvals.

Role: Requisitioner and Approver

Frequency: As Needed

GL	Description	Class	Level 3 Approval Area
550070	Vehicles (requiring licensing and registration for road usage)	VE	Procurement Services
550010	Capital IT Hardware	CA	ITS
535210 535205 535201 534077 534072 534070 534042 534044 534043 534041 534045 535202 535013 534048 534040 535027 534073 534078	All leases	LE	UFS-AFRS
550220	Security cameras, badge readers, access control \$5000 or more	SE	UKPD
540369	Security cameras, badge readers, access control sys under \$5000	SE	UKPD
535033	ID Badges	SE	UKPD
550200	Drones, unmanned aircraft systems, \$5000 or more	DR	UKPD

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540371	Drones, unmanned aircraft systems, under \$5000	DR	UKPD
550210	Guns, rifles, sidearms, ammunition \$5000 or more	GU	UKPD
540372	Guns, rifles, sidearms, ammunition, under \$5000	GU	UKPD
550190	Golf carts, non-licensed passenger vehicles, \$5000 or more	GC	Environmental Health & Safety
540370	Golf carts, non-licensed passenger vehicles, under \$5000	GC	Environmental Health & Safety