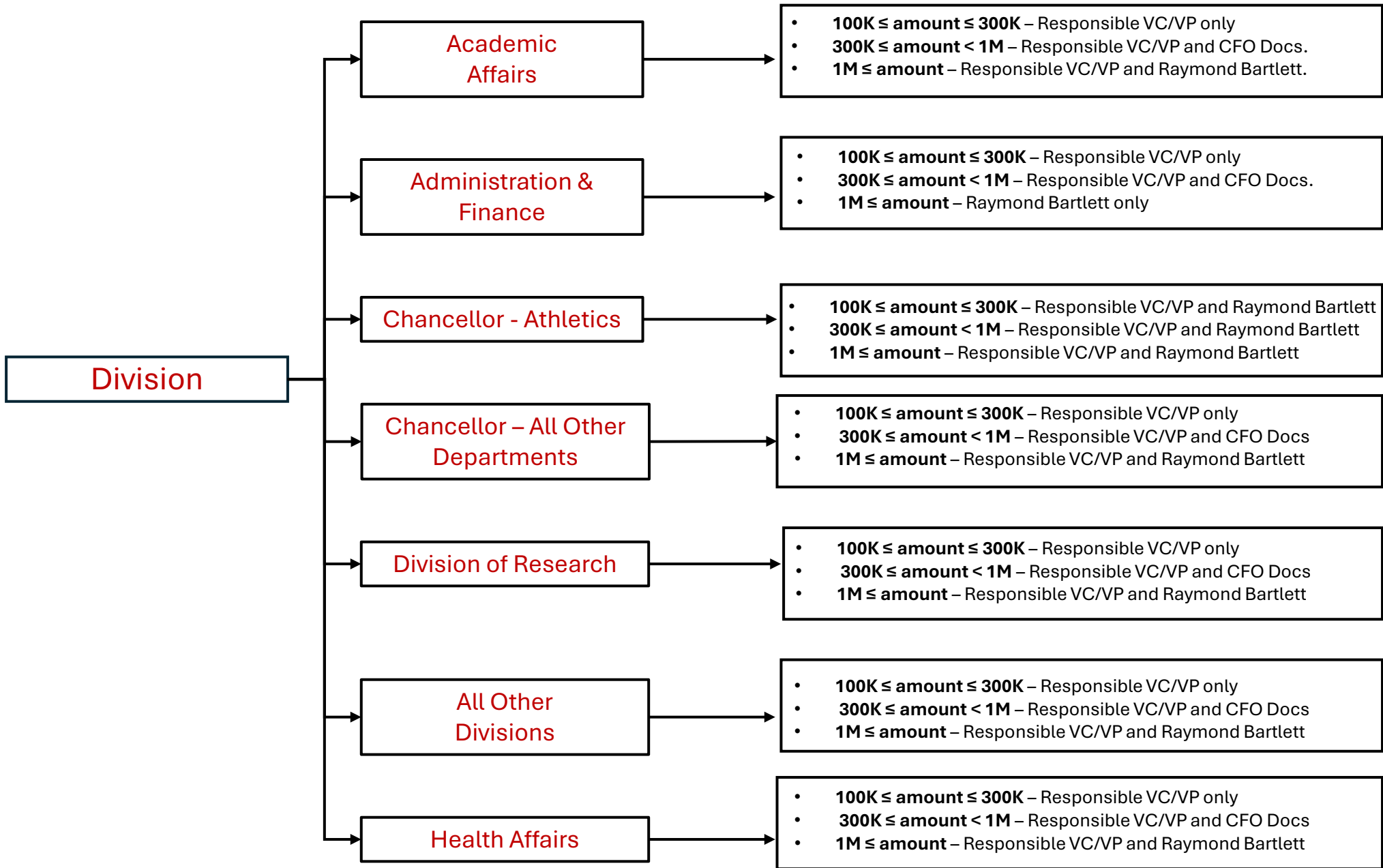
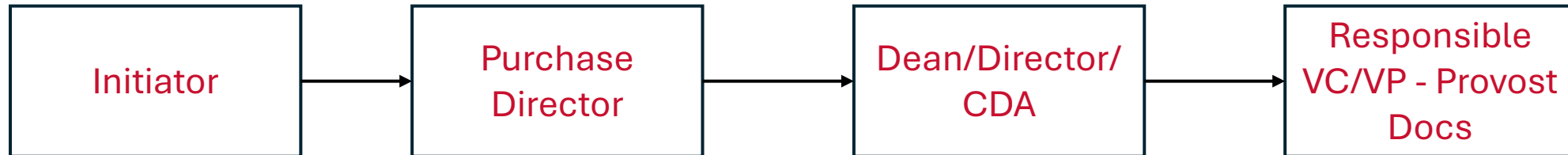


Summary of Purchases Guide



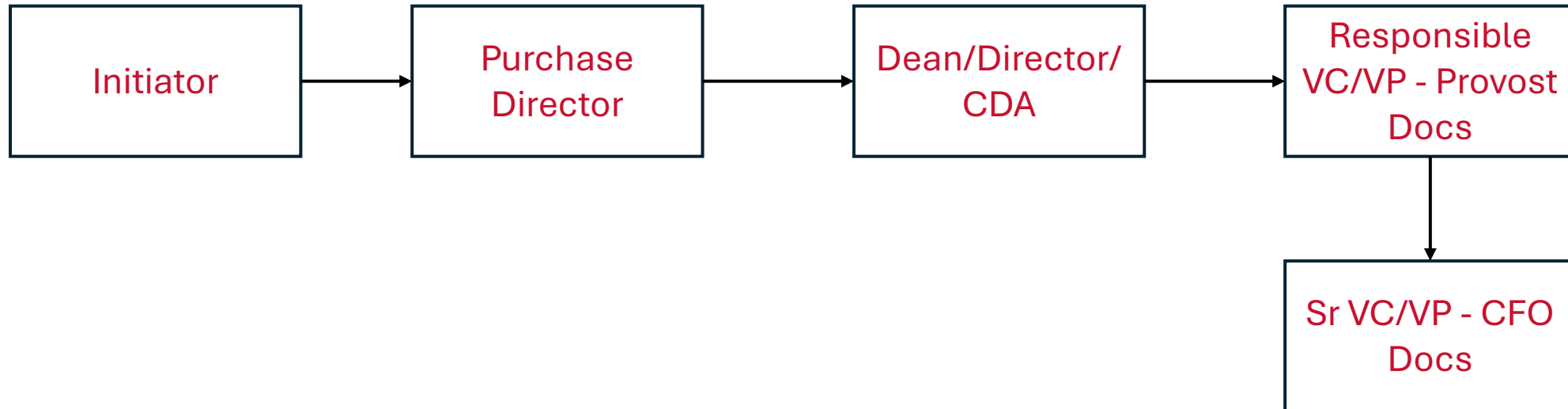
Routing Case 1(a) – Academic Affairs – $100K \leq \text{amount} \leq 300K$

Description: The purchase amount is **greater than or equal to 100K** and **less than or equal to 300K**.



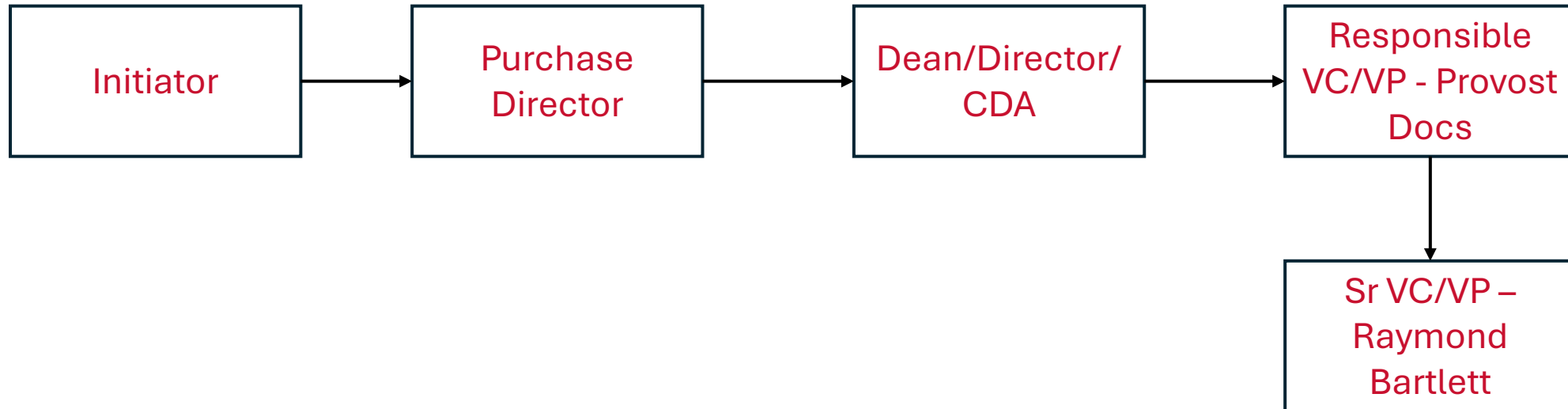
Routing Case 1(b) – Academic Affairs – 300K < amount < 1M

Description: The purchase amount is **greater than 300K** and **less than or equal to 1M** i.e., the amount is between 300,001 and 999,999.99 (both inclusive)



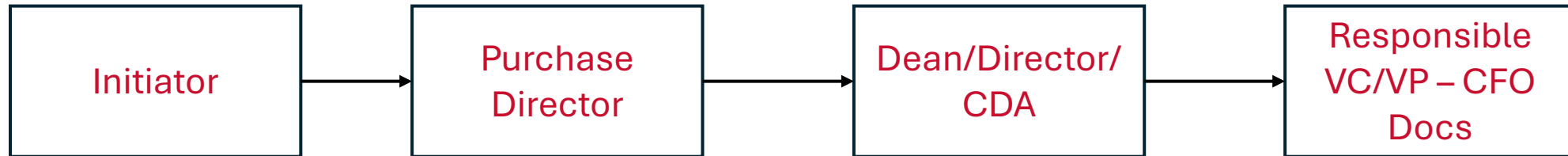
Routing Case 1(c) – Academic Affairs – $1M \leq$ amount

Description: The purchase amount is **greater than or equal to 1M**.



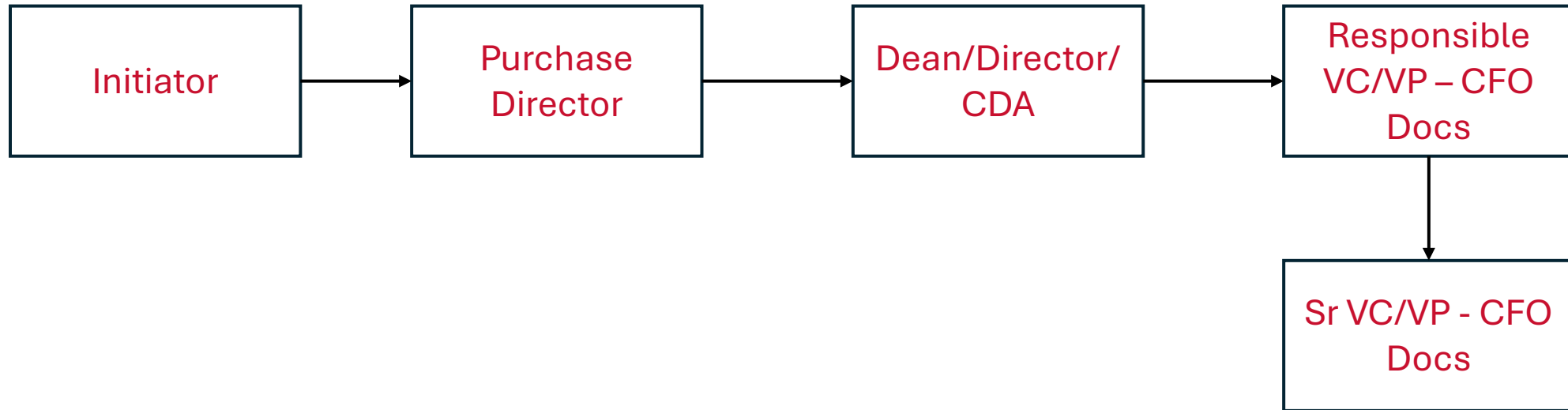
Routing Case 2(a) – Administration & Finance – $100K \leq \text{amount} \leq 300K$

Description: The purchase amount is **greater than or equal to 100K** and **less than or equal to 300K**.



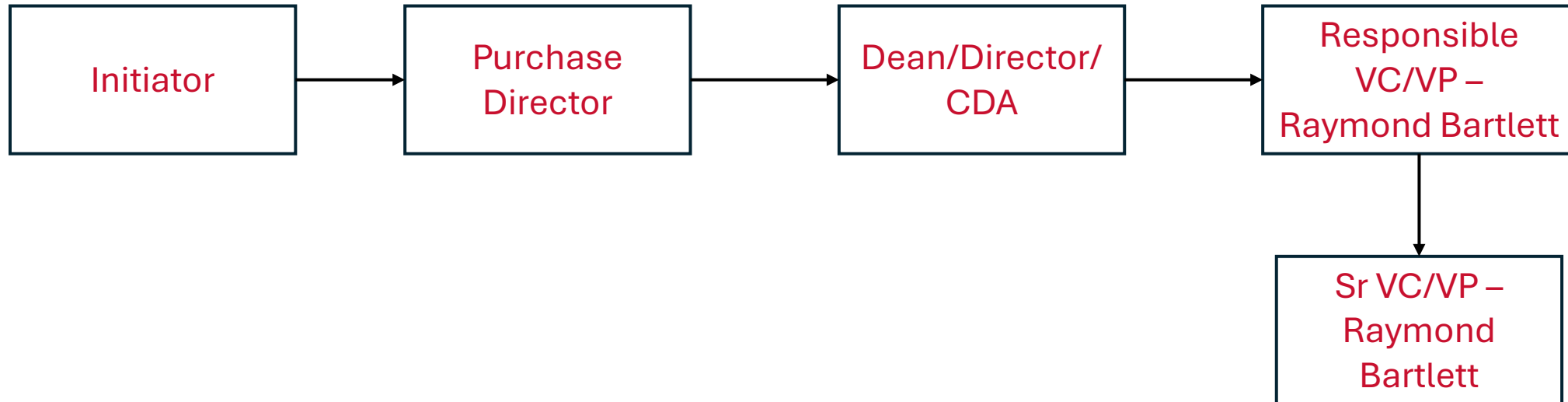
Routing Case 2(b) – Academic Affairs – 300K < amount < 1M

Description: The purchase amount is **greater than 300K** and **less than or equal to 1M** i.e., the amount is between 300,001 and 999,999.99 (both inclusive)



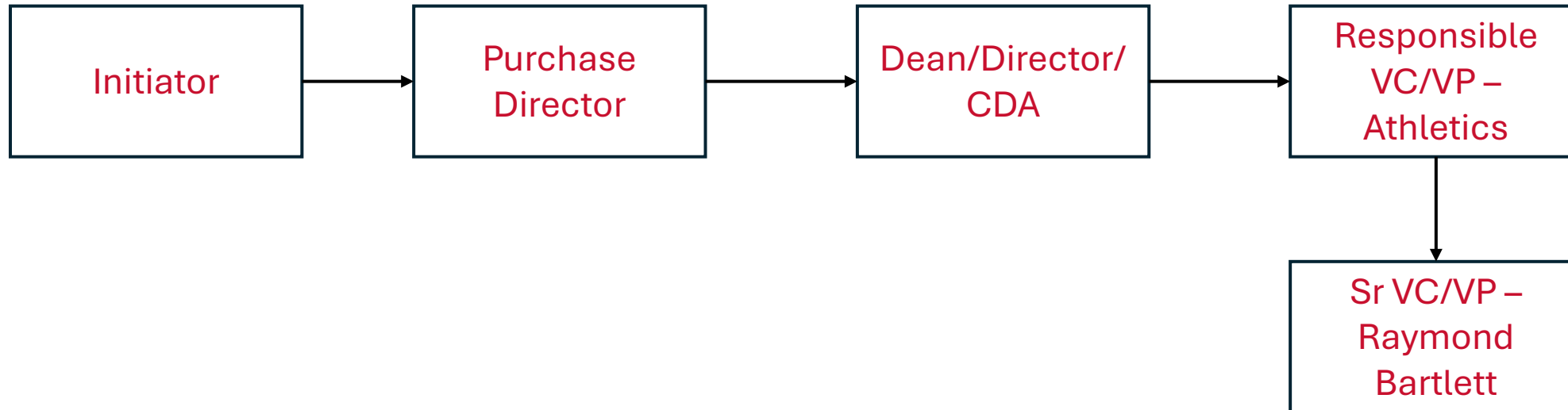
Routing Case 2(c) – Academic Affairs – $1M \leq$ amount

Description: The purchase amount is **greater than or equal to 1M**.



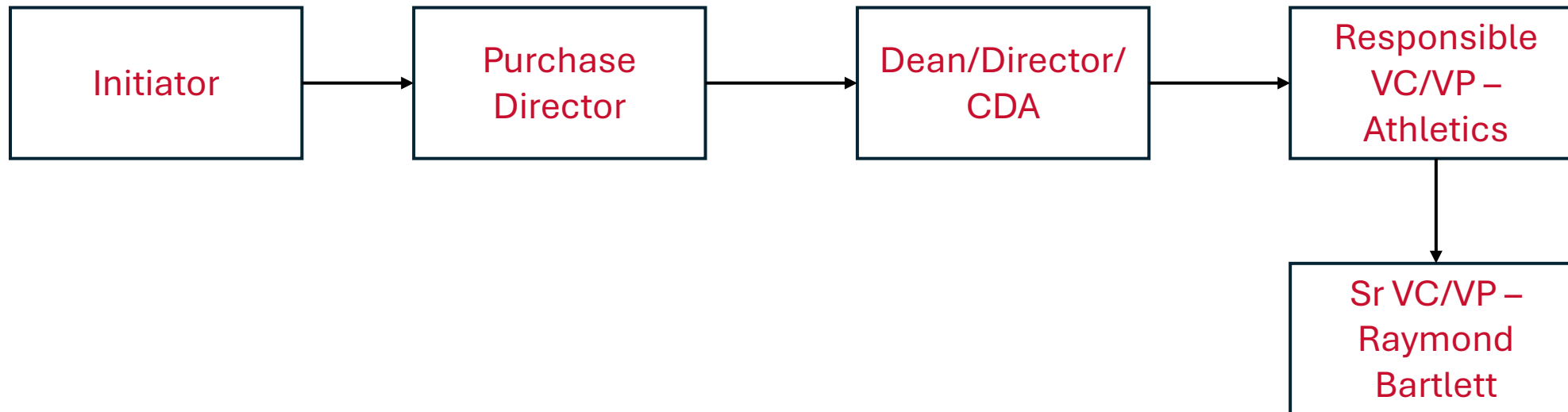
Routing Case 3(a) – Chancellor (Athletics) – $100K \leq \text{amount} \leq 300K$

Description: The purchase amount is **greater than or equal to 100K** and **less than or equal to 300K**.



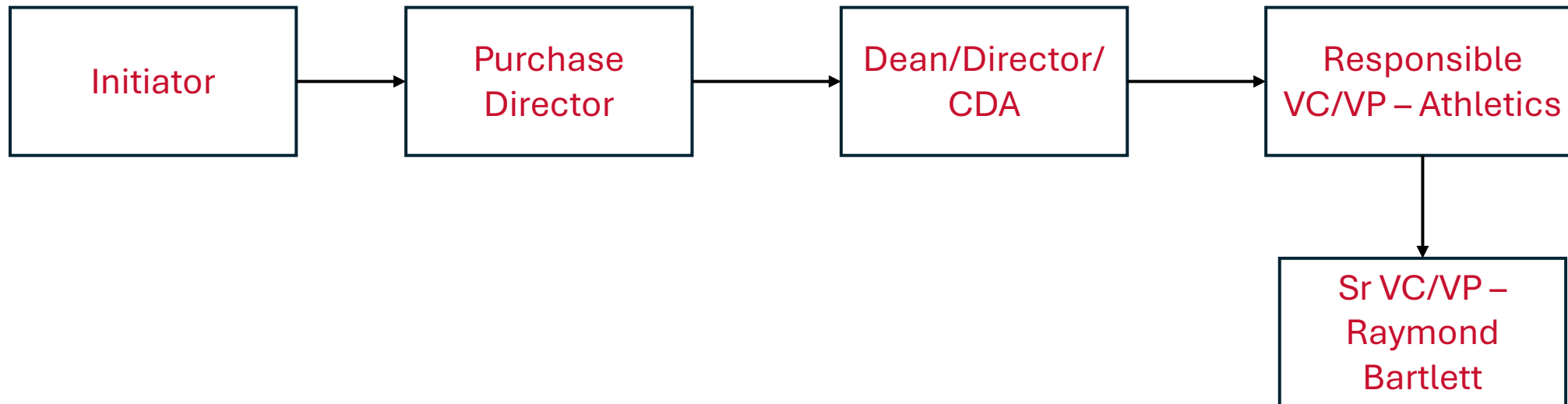
Routing Case 3(b) – Chancellor (Athletics) – 300K < amount < 1M

Description: The purchase amount is **greater than 300K** and **less than or equal to 1M** i.e., the amount is between 300,001 and 999,999.99 (both inclusive)



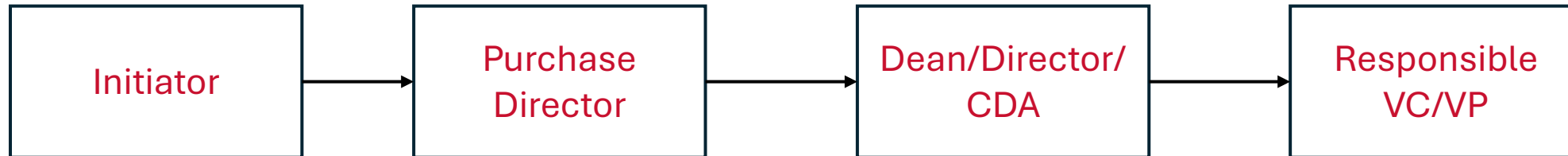
Routing Case 3(c) – Chancellor (Athletics) – $1M \leq \text{amount}$

Description: The purchase amount is **greater than or equal to 1M**.



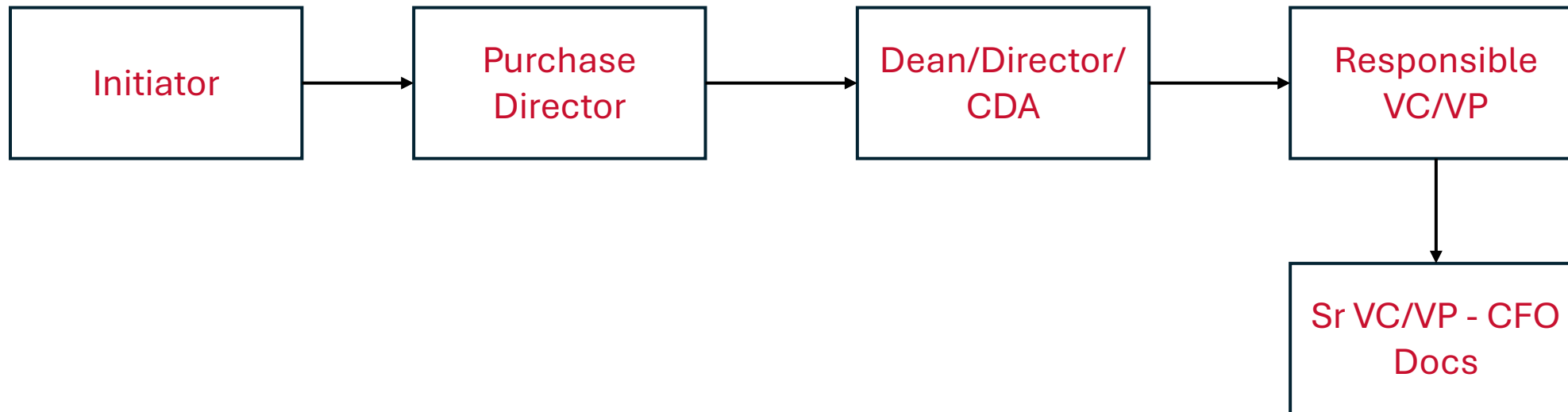
Routing Case 4(a) – Chancellor (All Other Departments) – 100K ≤ amount ≤ 300K

Description: The purchase amount is **greater than or equal to 100K** and **less than or equal to 300K**.



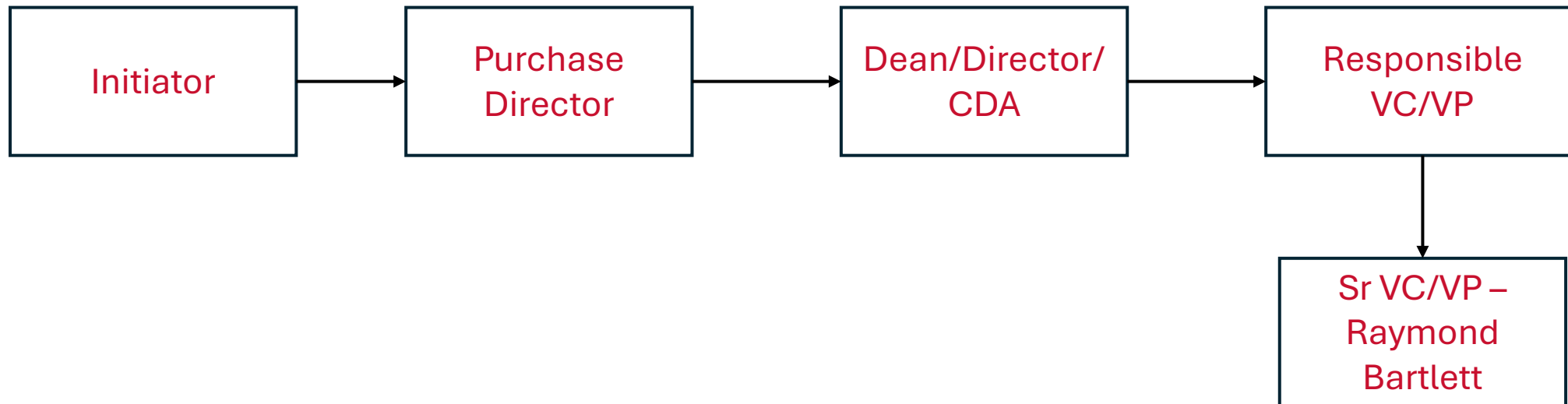
Routing Case 4(b) – Chancellor (All Other Departments) – 300K < amount < 1M

Description: The purchase amount is **greater than 300K** and **less than or equal to 1M** i.e., the amount is between 300,001 and 999,999.99 (both inclusive)



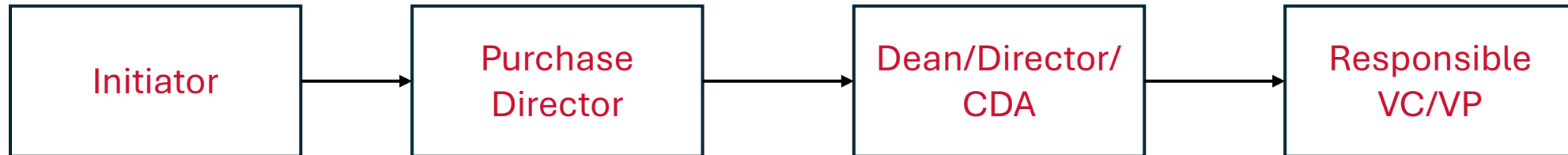
Routing Case 4(c) – Chancellor (All Other Departments) – $1M \leq$ amount

Description: The purchase amount is **greater than or equal to 1M**.



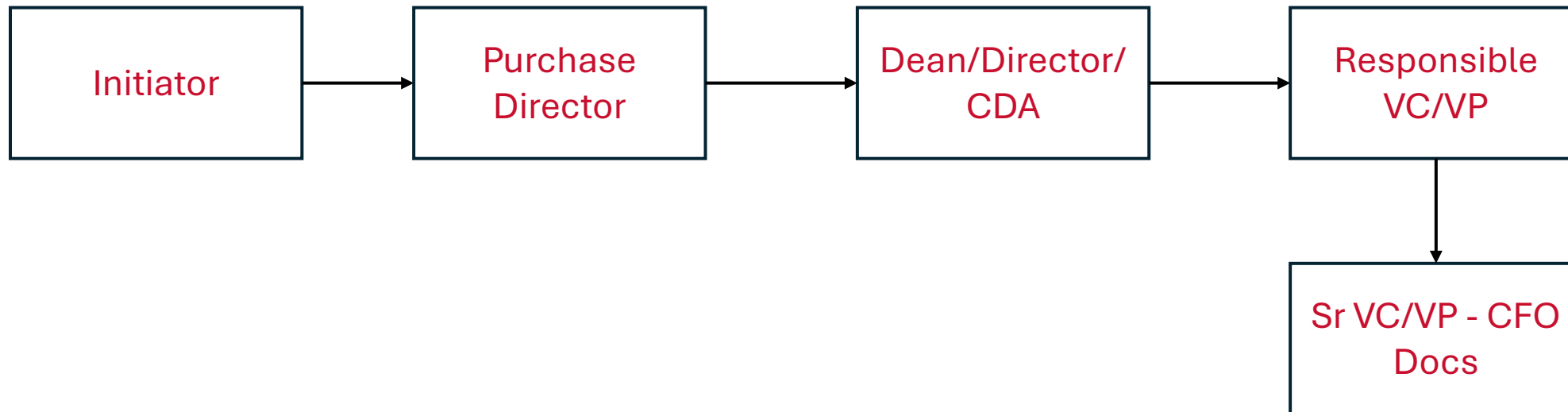
Routing Case 5(a) – All Other Divisions – $100K \leq \text{amount} \leq 300K$

Description: The purchase amount is **greater than or equal to 100K** and **less than or equal to 300K**.



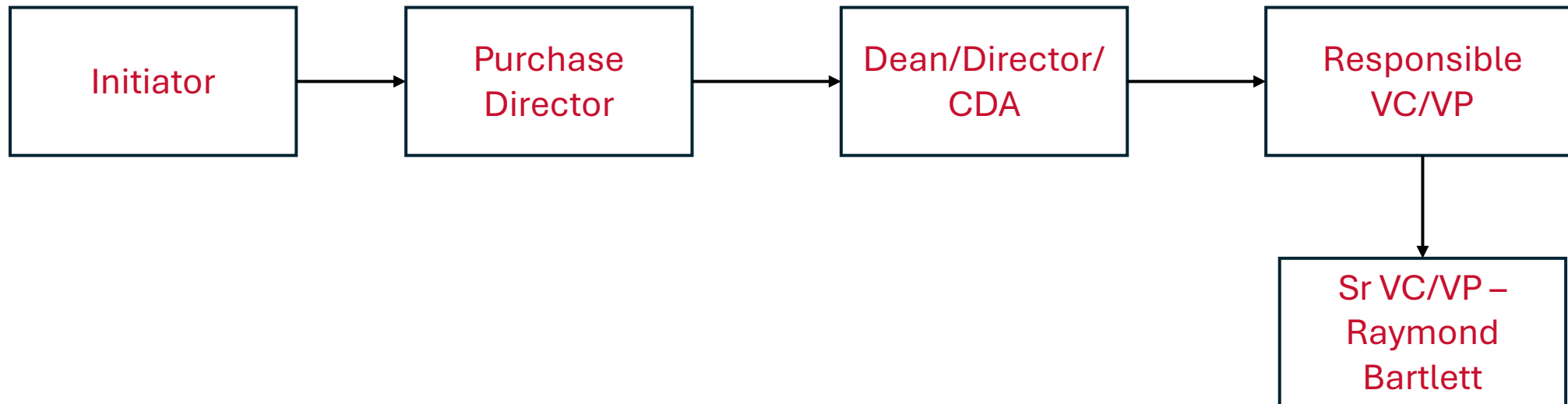
Routing Case 5(b) – All Other Divisions – 300K < amount < 1M

Description: The purchase amount is **greater than 300K** and **less than or equal to 1M** i.e., the amount is between 300,001 and 999,999.99 (both inclusive)



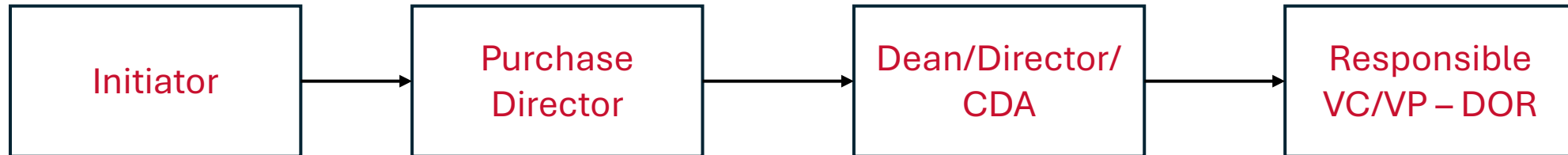
Routing Case 5(c) – All Other Divisions – $1M \leq$ amount

Description: The purchase amount is **greater than or equal to 1M**.



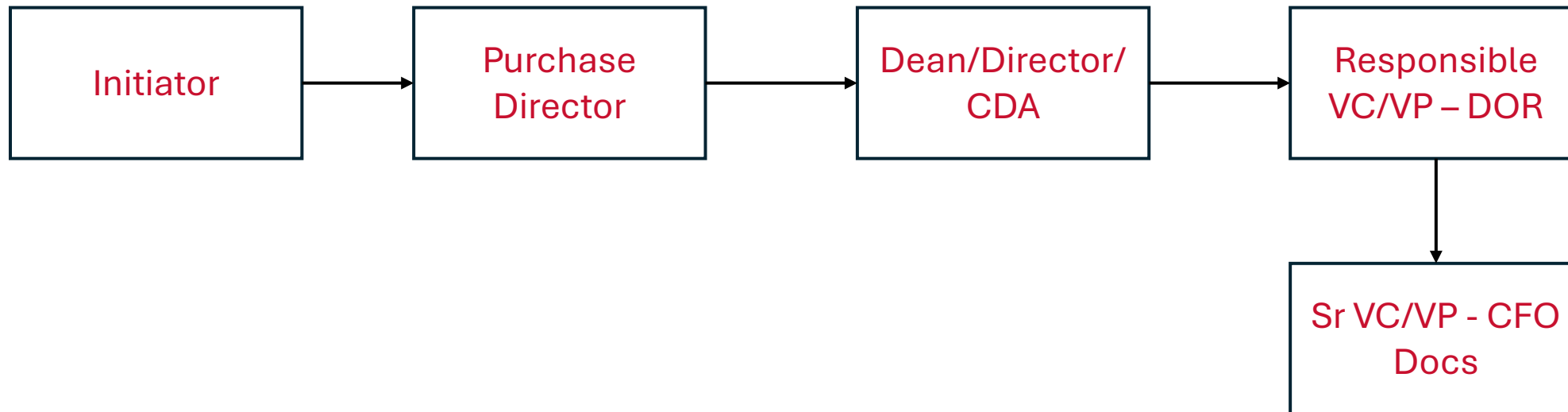
Routing Case 6(a) – Division of Research – $100K \leq \text{amount} \leq 300K$

Description: The purchase amount is **greater than or equal to 100K** and **less than or equal to 300K**.



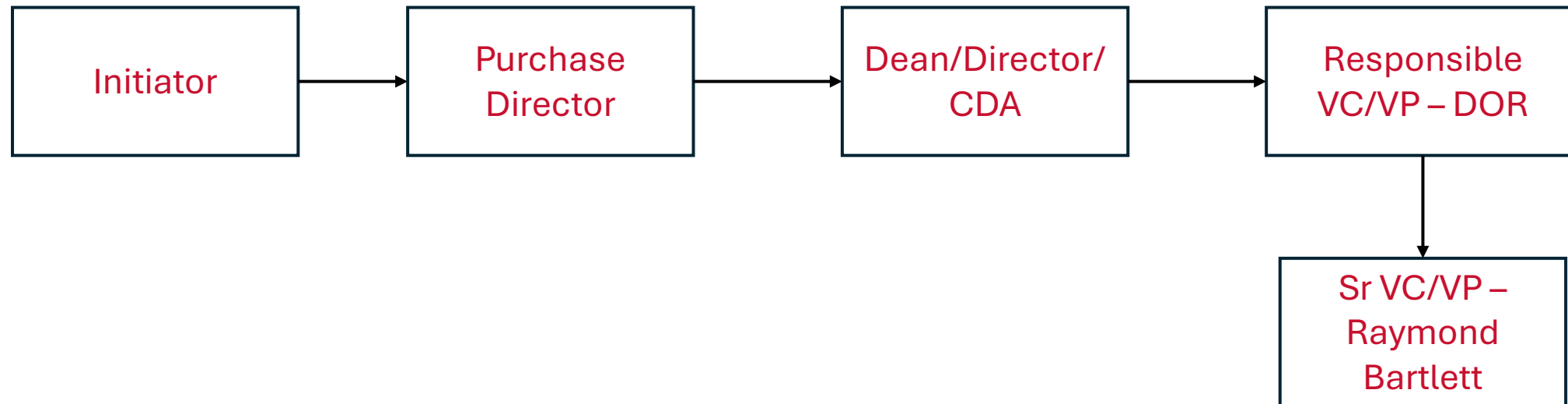
Routing Case 6(b) – Division of Research Affairs – 300K < amount < 1M

Description: The purchase amount is **greater than 300K** and **less than or equal to 1M** i.e., the amount is between 300,001 and 999,999.99 (both inclusive)



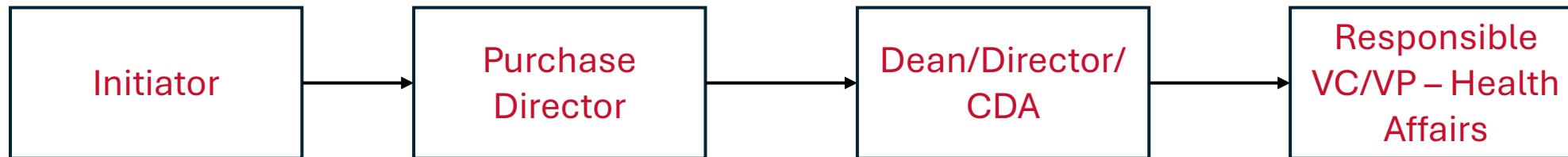
Routing Case 6(c) – Division of Research – $1M \leq \text{amount}$

Description: The purchase amount is **greater than or equal to 1M**.



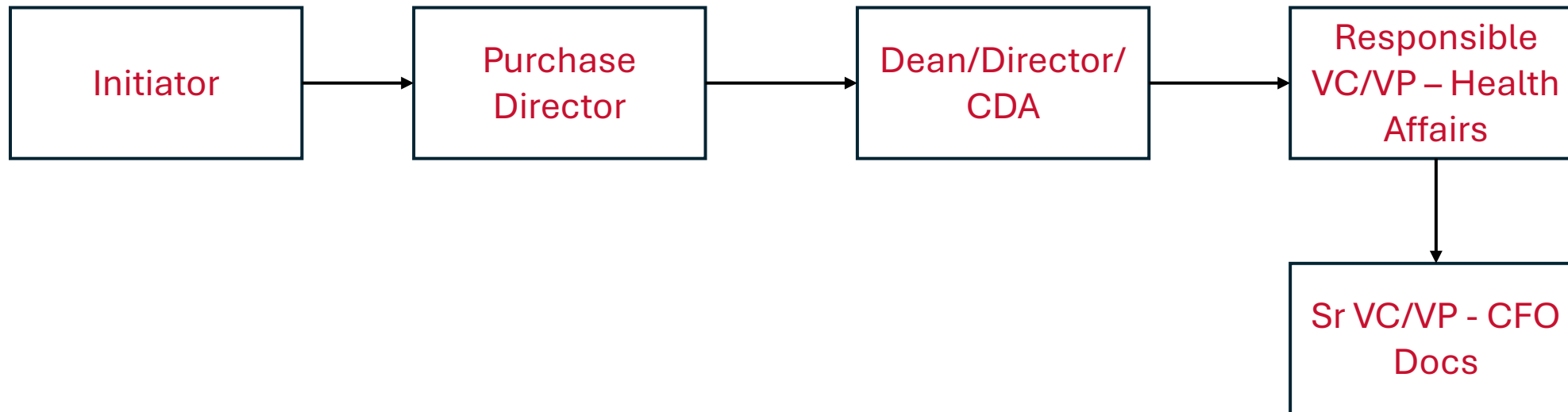
Routing Case 7(a) – Health Affairs – $100K \leq \text{amount} \leq 300K$

Description: The purchase amount is **greater than or equal to 100K** and **less than or equal to 300K**.



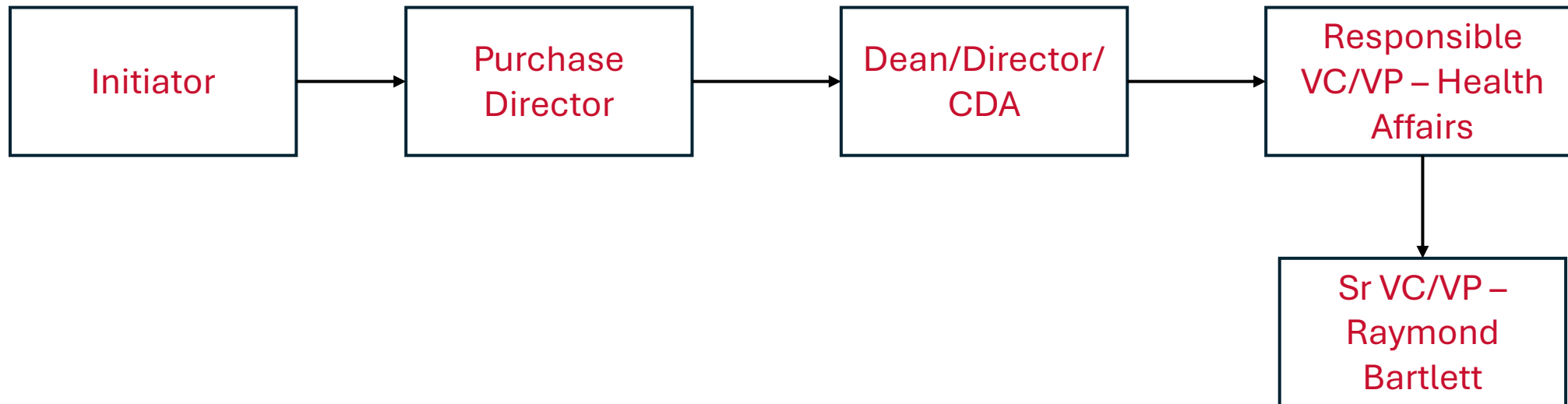
Routing Case 7(b) – Health Affairs – 300K < amount < 1M

Description: The purchase amount is **greater than 300K** and **less than or equal to 1M** i.e., the amount is between 300,001 and 999,999.99 (both inclusive)



Routing Case 7(c) – Health Affairs – $1M \leq \text{amount}$

Description: The purchase amount is **greater than or equal to 1M**.



Special Notes

- You may see multiple signatures while initiating the form
- These are hard coded mappings for certain divisions (A&F, Academic Affairs, and DOR)
- For the divisions:
 - Chancellor (Athletics)
 - Chancellor (All Other Departments),
 - All Other Divisions and
 - Health Affairs
 - Edit role 5 - Responsible VC/VP role in DocuSign to input your division's responsible VC/VP (highlighted in red, see page 25 for more info)

	Recipients (13)	Details
	Signing Order	
1	Requestor: Requestor	Needs to Sign
2	Purchase Director:	Needs to Sign
3	Dean/Director/College Division Administrator:	Needs to Sign
4	Resp VC/VP (Provost Docs) Conditional Recipient Group	Needs to Sign
5	Responsible VC/VP (Health Affairs, All Other Div & Chancellor - All Other Div) Conditional Recipient Group	Needs to Sign
6	Resp & Sr VC/VP (CFO Docs) Conditional Recipient Group	Needs to Sign
7	Resp VC/VP (DOR) Conditional Recipient Group	Needs to Sign
8	Resp & Sr VC/VP (CFO Docs - A&F) Conditional Recipient Group	Needs to Sign
9	Resp & Sr VC/VP (CFO Docs - AA) Conditional Recipient Group	Needs to Sign
10	Resp & Sr VC/VP (RB) - AA Conditional Recipient Group	Needs to Sign
11	Resp & Sr VC/VP (RB) Conditional Recipient Group	Needs to Sign
12	AVP, A&F:	Receives a Copy
13	University Controller:	Receives a Copy

Adding your division's Responsible VC/VP

Routing Group Name * NEEDS TO SIGN CUSTOMIZE

Responsible VC/VP (Athletics, Health Affairs, All Other Div & Chancellor - All Other Div)

Recipients

Role
ENTER Responsible VC/VP (Athletics, Health Affairs, All Other Div & Chancellor - All Other Div)

Name
Responsible VC/VP (Athletics, Health Affairs, All Other Div & Chancellor - All Other Div)

Email
docusign@central.uh.edu

+ ADD ROUTING RECIPIENT

- The highlighted fields show the role for Responsible VC/VP for Athletics, Health Affairs, All Other Divisions and Chancellor – All Other Divisions.
- The box in red shows the area where you can enter your division's Responsible VC/VP. Replace “docusign@central.uh.edu” with your division's responsible VC/VP's email.
- If you are from the aforementioned divisions and miss changing the email address for this role, reach out to docusign@central.uh.edu for the template to be reassigned to the correct responsible VP.

Special Notes (2)

- After the form is completed to its entirety, you should be seeing a result similar to the one shown here:

The screenshot shows a DocuSign notification interface. At the top, it says 'Completed' with a green checkmark icon. Below that, the subject is 'Complete with DocuSign: Summary of Purchases'. The 'From:' field is partially obscured by a grey box, followed by a link for 'Envelope ID' and a document icon. The interface has two tabs: 'Recipients (6)' and 'Details', with 'Recipients (6)' selected. Under the 'Recipients (6)' tab, there is a 'Signing Order' section with a list of six recipients, each with a green checkmark to its left. The recipients are: Initiator, Purchase Director, CDA, Responsible VC/MF, Sr. Assoc. VC/MF, Finance, and University Controller. To the right of the list is a toggle switch labeled 'Show recipient details', which is currently turned on. Below the list, there is a vertical timeline of events: 'Signed 4/13/2026 | 09:37:45 am Signed in location', 'Signed 4/13/2026 | 10:16:31 am Signed in location', 'Signed 4/13/2026 | 10:40:55 am Signed in location', 'Signed 4/13/2026 | 10:44:59 am Signed in location', 'cc Copy Received 4/13/2026 | 10:45:02 am', and 'cc Copy Received 4/13/2026 | 10:45:03 am'.