



Baylor College of Medicine

SAP UNIVERSAL ROUTING SHEET - Purchasing Orders Only

Route to Purchasing Department, BCM355

1 Applicant

Vendor Name: _____ Amount: _____
Initiator: _____ Telephone: _____
Email: _____ Department: _____
Building: _____ Document Number: _____
Cost Center/WBS: _____ Requester: _____ Ed Fund: _____

All orders in the amount of \$5,000.00 or more require documentation. Other orders may require a vendor specified form. Please check the type(s) of documentation used to support your order and attach the same to the Universal Routing Sheet.

☐ Competitive bids ☐ Sole source justification ☐ Vendor quotation
☐ Contract / Agreement ☐ Vendor order form

Provided by purchasing when applicable

☐ Negotiation ☐ Existing contract ☐ HSCA (GPO)

2 Approval: Up to \$50,000 - SAP levels of authority

Amount	Title	Signature	Date
\$50,000- \$500,000	_____	_____	_____

Name: _____

\$500,001- \$1,000,000	_____	_____	_____
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Name: _____

Over \$1,000,000	_____	_____	_____
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Name: _____