

Policy 702 / P-Card Manual Quick Guide for Spending Thresholds and Authority of Approval

Please review your purchasing authority limits before executing contracts or expending funds. Authorization can be in written form or through e-mail.

Policy 702						
Limits	Purchasing Method Used	Forward Contract(s) to Purchasing	SCHOOLS			
			Principal	Area Superintendent	Superintendent	Board
\$0.00 - \$9,999.99	Purchase(s) may be made on the open market. Check with Purchasing for bids, piggybacks, state contracts or other District discounts.		X			
\$10,000.00 - \$19,999.99	Three (3) Informal Quotes from vendors shall be obtained and forwarded to the Purchasing Department. Check with Purchasing for bids, piggybacks, state contracts or other District discounts.		X →	X		
\$20,000.00 - 49,999.00	The Purchasing Department shall obtain a Formal Request for Quotation (RFQ) . May use existing piggyback or state contract in place of soliciting new RFQ.	√	X →	X →	X	
\$50,000.00 and up	All purchases of commodities and contractual services shall require a Formal Sealed Competitive Solicitation . May use existing piggyback or state contract in place of new solicitation.	√	X →	X →	X →	X

DEPARTMENTS			
Department Head	Cabinet Member	Superintendent	Board
X			
X →	→ X		
X →		→ X	
X →		→ X →	X

→ = Due order when placing a request for authorization

P-Cards						
Limits for Fixed Assets	Purchasing Method Used	Forward Contract(s) to Purchasing	SCHOOLS			
			Principal	Area Superintendent	Superintendent	Board
\$0.00 - \$999.99	Purchase(s) may be made on the open market. Check with Purchasing for bids, piggybacks, state contracts or other District discounts.		X			

DEPARTMENTS			
Department Head	Cabinet Member	Superintendent	Board
X			