

Purchasing Approval Signature Process

	Director	Dean	Supervising Executive	VP-BS P Jones	Procurement Y Brooks	President C Spencer	Board	Controller D Garcia
0 - 1,499.99	X							
1,500.00 - 2,999.99	X	X						
3,000.00 - 3,999.99	X	X	X					
4,000.00 - 4,999.99	X	X	X	X				
5,000.00 - 9,999.99	X	X	X	X	X			
10,000 - 75,000	X	X	X	X	X	X		
> 75,000	X	X	X	X	X	X	X	
Food (3)	X	X	X			X		X
Uniform/Clothing (4)								X
Furn. & Equipment. (5)	List Inventory Control (B Johnson) as an Approval with the additional approvals per requisition amount							

(1) All approvals are required PRIOR to purchase.

- (2) SPOs & P-Card purchases must be approved by supervisor/Director.
- (3) Food purchases (consumables) must be preapproved by the Controller (D Garcia) and President (C Spencer) of College.
- (4) Clothing purchases must be preapproved by the Controller (D Garcia)
- (5) Fixed and Listed assets (furniture or equipment \$1,000 or more) must be preapproved by Inventory Control (B Johnson). Computer Technology purchases must be preapproved by OTS (T Warren) and Inventory Control (B Johnson). Inventory Control is required for tracking purposes on
- (6) Purchases using restricted funds (Fund 20) must be preapproved by assigned Restricted Fund Accountant and Controller (D Garcia)
- (7) All purchases of \$4,000 or more require VP for Bus Serv (P Jones) preapproval.
- (8) All purchases on Funds 61 and 62 must be preapproved by the VP for Bus Serv (P Jones)
- (9) All purchases on Fund 20 must be preapproved by assigned Restricted Fund Accountant.

Purchase Type	Threshold	Requirements/Backup Documents
Supplies	0-\$4,999.99	Best Obtainable Price, No Backup Required
	\$5,000 - \$19,999.99	Written or Phone Quotes on Bid Comparison Form Unless Procuring on Existing Contract (GSA, State, CES, TCPN, Rotation or Existing SJC Contract)
	Over \$20,000	Competitive Bid
Professional Services	< \$29,999.99	Comparison Form or Sole Source If Applicable
	< \$29,999.99	Documented Best Obtainable Price
	\$30,000.00	RFP
Professional Services - Architect, Engineer, Surveyor, Construction Mgr	\$30,000.00	RFQP