



PROCUREMENT CHEAT SHEET

ALLOW FOR SUFFICIENT TIME TO COMPLETE THE PROCUREMENT PROCESS

SIGNING AUTHORITY

- A. <\$100,000.00 ANY TWO MANAGERS
- B. \$100,000.00 TO \$250,000.00 TWO SIGNATURES. CEO, CFO, COO, AND/OR BOARD EXECUTIVE
- C. >\$250,000.00 ONE SIGNATURE FROM CEO, COO, OR CFO AND BOARD EXECUTIVE

<\$10,000 PROCUREMENT PROCESS

- A. COMPLETE BUSINESS CASE AND SEND TO PO
- B. PO WILL REVIEW AND CREATE APPROPRIATE DOCUMENTATION
- C. PO TO SEND TO DEPARTMENT FOR REVIEW
- D. SEND CONTACTS TO PO WITH FINAL REVIEW OF RFX
- E. PO WILL PROVIDE QUOTES AND EVALUATION TEMPLATE FOR DEPARTMENT

>\$10,000 PROCUREMENT PROCESS

- A. COMPLETE BUSINESS CASE AND SEND TO PO
- B. PO WILL REVIEW AND CREATE APPROPRIATE DOCUMENTATION
- C. PO TO SEND BACK TO DEPARTMENT FOR REVIEW
- D. SEND CONTACTS TO PO WITH FINAL REVIEW OF RFX
- E. PO WILL PROVIDE QUOTES AND EVALUATION TEMPLATE FOR DEPARTMENT TO CHOSE VENDOR
- F. DEPARTMENT TO FILL OUT PROCUREMENT PLANNING TOOL AND SEND TO PO

SOLE SOURCE FORMS

- A. OVER \$100,000.00 HAS TO GO TO THE BOARD. COMPLETE BOARD REPORT AND PROVIDE TO EA. FILL OUT SOLE SOURCE FORM.
- B. OVER \$25,000. SIGNED BY CFO AND CEO
- C. UNDER \$25,000. SIGNED BY REQUESTING EMPLOYEE AND DEPARTMENT MANAGER (SENT TO CFO FOR APPROVAL)