

Policy 702 Quick Reference Guide for Spending Thresholds and Contract Signature Authority of Approval

Please review your authority limits before executing contracts or expending funds.

Policy 702 - Competitive Solicitations Matrix		
Limits*	Purchasing Method Used	Forward Contract to Procurement
\$0 - \$19,999.99	Utilize existing solicitation, term contract, state contract, piggyback, sole/single source or standard services agreement. Purchases may be made on the open market by obtaining 1 written quote if no contracts are available.	
\$20,000 - \$34,999.99	Utilize existing solicitation, term contract, state contract, piggyback, sole/single source or standard services agreement. Obtain three (3) detailed competitive quotes from vendors if contracts are not available. If PO is for services \$20,000 or greater, a standard services agreement is required. If purchasing a commodity, only a PO is required.	✓
\$35,000 - \$49,999.99	Utilize existing solicitation, term contract, state contract, piggyback, sole/single source or standard services agreement. The Procurement Department shall issue a formal Request for Quotation (RFQ) when existing contracts are not available. If PO is for services \$20,000 or greater, a standard services agreement is required. If purchasing a commodity, only a PO is required.	✓
\$50,000 and up	Utilize existing solicitation, term contract, state contract, piggyback, sole/single source or standard services agreement. Procurement will issue a Formal/Sealed Solicitation if there are no contracts available. All purchases of goods and services require a formal sealed competitive solicitation (i.e. Invitation to Bid, Request for Proposal, Invitation to Negotiate). Procurement will submit award recommendation to the School Board for approval if cost is \$100,000.00 or greater.	✓

* Limits are Districtwide, and are calculated per vendor, per fiscal year.

Policy 702 - Signature Authorities						
Limits	Coordinator/ Supervisor	Principal/ Director	Executive Director	Cabinet Member	Superintendent	Board
\$0 - \$4,999.99	X					
\$5,000 - \$19,999.99		X				
\$20,000 - \$29,999.99			X			
\$30,000 - \$49,999.99				X		
\$50,000 - \$99,999.99					X	
\$100,000 and up						X
Special Note:	The Superintendent or their designee is authorized to approve contract amendments or change orders to an original Board-approved contract, up to 10% of the contract amount or \$25,000.00, whichever is less.					