


ADMINISTRATIVE PROCEDURE MANUAL			
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	REVIEW AND APPROVAL OF PURCHASE AWARDS, PURCHASE ORDERS AND PURCHASE CONTRACTS	05-0402	1 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISIED	
	6Hx7-5.1 Purchasing and 6Hx7-2.5 Signing Authority	October 4, 2017	


Purpose

The purpose of this procedure is to delegate authority and to establish limitations of that authority for the review and approval of purchase awards, purchase orders and purchase contracts by the College employees listed below. By this procedure, the College President further delegates signature authority in furtherance of Board Rule 6Hx7-2.5 “Signing Authority”.

Procedure

A. The College President hereby establishes the following limits and procedures for the review and approval to enter into/sign purchase awards, purchase orders or purchase contracts on behalf of the College in the amounts set forth by the following employees. The purchasing categories referenced below are set forth in Florida Statute 287.017.

Authority Delegated To	Authority Granted
Directors for Campus Operations	<ul style="list-style-type: none"> To approve and sign purchase contracts less than \$1,000 that are supported by a College Purchase Order
Associate Vice President of Student Success	<ul style="list-style-type: none"> To approve and sign lecture-performer contracts less \$5,000 using only the Florida State College at Jacksonville community and co-curricular activities performance-lecture agreement forms and process them for payment using a College Voucher
Authorized Purchasing Agents Purchasing Contract Coordinator/Purchasing Agent III Assistant Director of Purchasing	<ul style="list-style-type: none"> To review, approve and sign purchase orders and purchase contracts less than \$65,000. To review, approve and sign purchase orders and purchase contracts less than \$75,000 that have been awarded to a low bidder in a competitive selection process To review, approve and sign any purchase orders and purchase contracts less than \$195,000.
Executive Director of Purchasing	<ul style="list-style-type: none"> To review, approve and sign any purchase orders and purchase contracts less than PURCHASING CATEGORY V (currently \$325,000), including performance-lecture

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Associate Vice President of Finance	contracts.
Associate Vice President of Finance or Executive Director of Purchasing	<ul style="list-style-type: none"> To review, approve and sign purchase orders and purchase contracts greater than PURCHASING CATEGORY V (Currently \$325,000) if approved by the Board of Trustees or exempt from the requirement to solicit competitive offers as defined in State Board Rule 6A 14.0734 and College Board Rule 6Hx7-5.1.
Vice President of Business Services	

B. Pursuant to section 112.3145 Florida Statutes, individuals signing College purchase contracts and purchase orders greater than the threshold amount defined in section 287.017 Florida Statutes for Category I (currently \$ 20,000) are required to submit to the State of Florida an annual disclosure of financial interests.

REFERENCES: F.S. 112.3145, 287.017, 1001.64, 1001.65, 1010.04, SBE Rule 6A-14.0734

Adopted Date: June 19, 1998

Revision Date: May 17, 1998, September 20, 1999, September 13, 2001, March 18, 2008, August 31, 2010, July 24, 2012, October 16, 2012, September 3, 2013, January 6, 2015, November 16, 2015, December 12, 2016, October 4, 2017

Reviewed Date: March 14, 2016