

	ADMINISTRATIVE PROCEDURE MANUAL		
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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 Florida State College at Jacksonville (FSCJ/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
Executive Director of Campus Operations, Events and Special Projects, or designee	To approve and sign purchase contracts less worth than \$1,000 that are supported by a College Purchase Order. All site authorized/signed accepted proposal/quote services must be accompanied with a current insurance ACORD form naming the College as "Additionally Insured" with the minimum FSCJ required limits.
Associate Vice President of Facilities	To approve and sign Facilities contracts for less than \$5,000. All site authorized/signed accepted proposal/quote services must be accompanied with a current insurance ACORD form naming the College as "Additionally Insured" with the minimum FSCJ required limits.
Associate Vice President of Student Support and Engagement	To approve and sign lecture-performer contracts for less than \$7,500 using only the FSCJ community and co-curricular activities performance-lecture agreement forms and process them for payment using a College Voucher.
Authorized Purchasing Agents	To review, approve and sign purchase orders and purchase contracts for less than \$65,000.

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Purchasing Contracts Coordinator/Purchasing Specialist Assistant Director of Purchasing Procurement Analyst	- To review, approve and sign purchase orders and purchase contracts for 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 for less than \$195,000.
Executive Director of Purchasing Associate Vice President of Administrative Services and Budget Associate Vice President of Administrative Services and Budget or Executive Director of Purchasing Vice President of Finance and Administration	- To review, approve and sign any purchase orders and purchase contracts for less than PURCHASING CATEGORY V (currently \$325,000), including performance-lecture contracts. - To review, approve and sign purchase orders and purchase contracts greater than PURCHASING CATEGORY V (Currently \$325,000) if approved by the District Board of Trustees (DBOT) 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.

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, November 5, 2025

Reviewed Date: March 14, 2016