

# SIGNATORY AUTHORITY

## REQUISITION SIGNATURE & QUOTE REQUIREMENTS:

▪ Division Chairs	up to	Amounts less than \$500
▪ Directors	up to	\$500.00 or greater but < \$2,500
▪ Deans/Executive Directors	up to	\$2,500.00 or greater but < \$5,000
▪ Vice Presidents	up to	\$5,000.00 or greater but < \$10,000
▪ President	over	\$10,000 or greater

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## QUOTE REQUIREMENT THRESHOLDS:

Orders of:

\$ 1,000 or more must have one written quote (***website shopping carts are not valid quotes***)

\$ 5,000 or more should have two to three competitive quotes

Exceptions: Facilities Services & Telecommunications (for services only)

\$ 15,000 two to three quotes

Public Contract Bid, Ed Code 20651 (there are exceptions)

## BID THRESHOLD 2021:

\$96,700 (INCLUDES TAX AND SHIPPING)