SIGNATORY AUTHORITY

REQUISITION SIGNATURE & QUOTE REQUIREMENTS:

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

QUOTE REQUIREMENT THRESHOLDS:

Orders of:

$ 1,000 or more must have <u>one</u> written quote

$ 10,000 or more should have <u>three</u> quotes

Exceptions: Contracts for public projects

$ 15,000 or more should have <u>three</u> quotes

Contracts for public projects as defined by Public Contract Bid, Ed Code 20651

BID THRESHOLD 2026:

$119,100 (INCLUDES TAX AND SHIPPING)