

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 one written quote

\$ 10,000 or more should have three quotes

Exceptions: Contracts for public projects

\$ 15,000 or more should have three quotes

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

BID THRESHOLD 2025:

\$114,800 (INCLUDES TAX AND SHIPPING)