

## HCDE Procedures for Initiating a Purchase Commitment

### **For All Items that are on bid, proposal or quotation, except:**

- For Consultants, use Consultant Form instead of Requisition
- Construction: These will be initiated by the Facilities Department
- Contracted Services will be reviewed by the Purchasing Division and Requesting Division.

### **FOLLOW THE PURCHASING PATH:**

- (1) Send to Related Program Director (ie. CASE, Head Start, ECI, Therapy, etc.)
- (2) Send to Technology Department if it is hardware, wiring, or software related. Technology Support Services will review requests.
- (3) After the various reviews, a purchase order will be generated from a requisition issued by the Requesting Division.

Request from Division or Campus  
Requires Coding and Funding

Send to Purchasing  
Department  
Bidding and Pricing

Send to Purchasing Department to verify pricing, vendor, and review of purchase:

- Purchasing Clerk approves under \$2,500
- Buyer approves from \$2,500 to \$25,000
- Board of Trustees approves over \$25,000

Send to Assistant Superintendent for approval

Send to Purchasing Clerk for Printing

Print  
Purchase  
Order