



<sup>1</sup>Allow up to thirty (30) days for Livescan (fingerprinting) results to be obtained if applicable; Livescan must be returned and approved by HR prior to services beginning.  
<sup>2</sup>Contracts less than \$25K must be approved by the board via the PO Report, prior to sending a copy of the PO to the vendor. See Purchasing Website for Board Deadline Dates  
<sup>3</sup>At Purchasing's discretion, Requester may need to place high risk contracts under the Action(Consent)/Action section.

For more information, see:

<https://www.avc.edu/administration/busserv/purchasingcontracts>

Or email: [purchasing@avc.edu](mailto:purchasing@avc.edu)

Requester Administrator Purchasing  
 Dean/Director Board Other Party