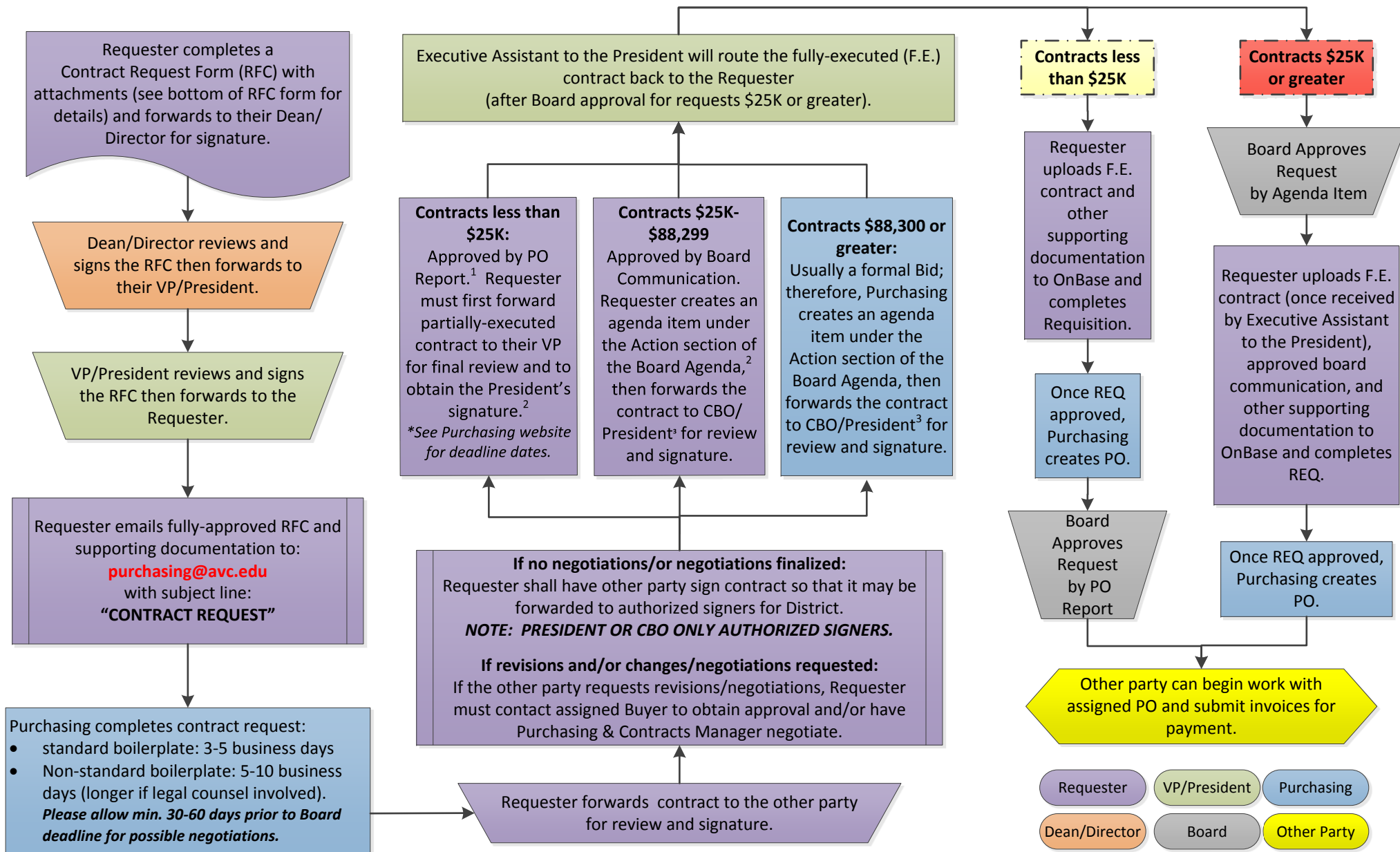




REQUEST FOR CONTRACT PROCEDURES

Goods and Services (Non-Construction)



¹ 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

² At Purchasing's discretion, Requester may need to place high risk contracts under the Action(Consent)/Action section.

³ CBO aka Executive Director of Business Services; per the Organizational Meeting Report from the Board of Trustee's meeting on 2/29/16, VP's only have signature authority when delegated in the President's absence.

For more information, see:

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

Or email: purchasing@avc.edu