



¹ Allow up to thirty (30) days for Livescan (fingerprinting) results to be obtained.

² 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

³ At Purchasing's discretion, Requester may need to place high risk contracts under the Action(Consent)/Action section.

⁴ 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.