

**Policies & Procedures**  
**ADMINISTRATIVE AFFAIRS**

**AP 132.00/137.00 PURCHASING/PROCUREMENT PROCEDURE**

1.0 GENERAL STATEMENTS

When purchasing/procuring equipment or material, supplies, hardware or software, service and/or maintenance contracts, and/or other goods and services in excess of \$10,000, the Department Head, Director, or Work Area Supervisor will submit a notification of intent to purchase/procure or solicit for such item(s) to his or her Administrative Council Member, who will present the request to the Administrative Council for approval.

The purpose of this procedure is to ensure notification is provided to all departments that may be affected by the installation, servicing, maintenance, or other fiscal or resource impacts because of the purchasing of such goods and services.

Emergency purchases, as qualified under the Board Policy, are exempted from this procedure. Reference Board Policy 132.00 and 137.00 for additional information.