Every Request to Purchase comes to Mary Duke

Amount of purchase < \$3000 OR Cooperative Purchase: TXMAS, DIR, SMART BUY, TCPN, OR BUY BOARD <\$3000 (Mary verifies that is Cooperative Purchase and that the Coop contract number is correct.)	MicroPurchase (Single Bid) with Center Director's approving signature OR Cooperative Purchase (Single Bid) with Center Director's approving signature Attached receipts if already purchased	(Worl	Mary Duke issues Purchase Order if needed or notifies Board staff that contract is needed. Passes paperwork to Yolanda after scanning to file.
		Singl	Mary Duke issues
Amount of purchase ≥\$3000 but <\$100,000	Small Purchase (3-Bid) with documentation,	e Ve e Bo	Purchase Order if
OR Cooperative Purchase: ≥\$3000 but <\$100,000	Center Director's approving signature OR Cooperative Purchase (Single Bid) with Center	ndor pa ard appı	needed or notifies Board staff that contract is needed.
(Mary verifies that is Cooperative Purchase and that the Coop contract number is correct.)	Director's approving signature Board Fiscal, Board Director's approval required	TRACKING id more than \$1 oval required 1	Passes paperwork to Yolanda after scanning to file.
		KIN han uirec	
Amount of purchase <u>></u> \$100,000 but <\$150,000	Forwarded to Wanda Williams	\$100 \$100	Wanda Williams prepares contract if
OR Cooperative Purchase: ≥\$100,000 but <\$150,000 (Mary verifies that is Cooperative Purchase and that the Coop contract number is correct.)	Three Bid with written quotes, Center Director's approving signature OR Cooperative Purchase (Single Bid) with Center Director's approving signature	TRACKING Single Vendor paid more than \$100,000 in one year? (Workforce Board approval required by Fiscal Integrity policy)	necessary or has Mary Duke issue Purchase Order. Passes paperwork to Yolanda after scanning to file.
<u> </u>	Board Fiscal, Board Director's approval required. Workforce Board approval required (fiscal integrity)	r? policy)	
Amount of purchase \geq \$150,000	Forwarded to Horace Dicks for Formal Procurement		Horace Dicks prepares contract if necessary or has Mary Duke issue Purchase Order. Passe
	Workforce Board approval required (fiscal integrity)		paperwork to Yolanda after scanning to file.