

Guidelines of LCBDD/DEEPWOOD Policy E-6:

<p>\$1,000 or Less</p>	<p>Requisition can be approved by any level manager and forwarded to Purchasing for amounts up to and including \$1,000. Requests are reviewed by Purchasing Agent and/or Operations Director.</p>
<p>\$1,001 - \$5,000</p>	<p>Requisitions ranging from \$1,001 - \$5,000 can be approved by Division Director/Program Director/Purchasing Director.</p>
<p>\$5001 – \$25,000</p>	<p>Requisitions ranging from \$5,001 - \$25,000 should be submitted for review and countersignature by Superintendent.</p>
<p>\$25,001 - \$49,999</p>	<p>Requests ranging from \$25,001 - \$49,999 are to be approved by the Board Finance Committee.</p>
<p>\$50,000+</p>	<p>Purchases of equipment or services of \$50,000 or more are to be competitively bid through the Operations Department.</p>