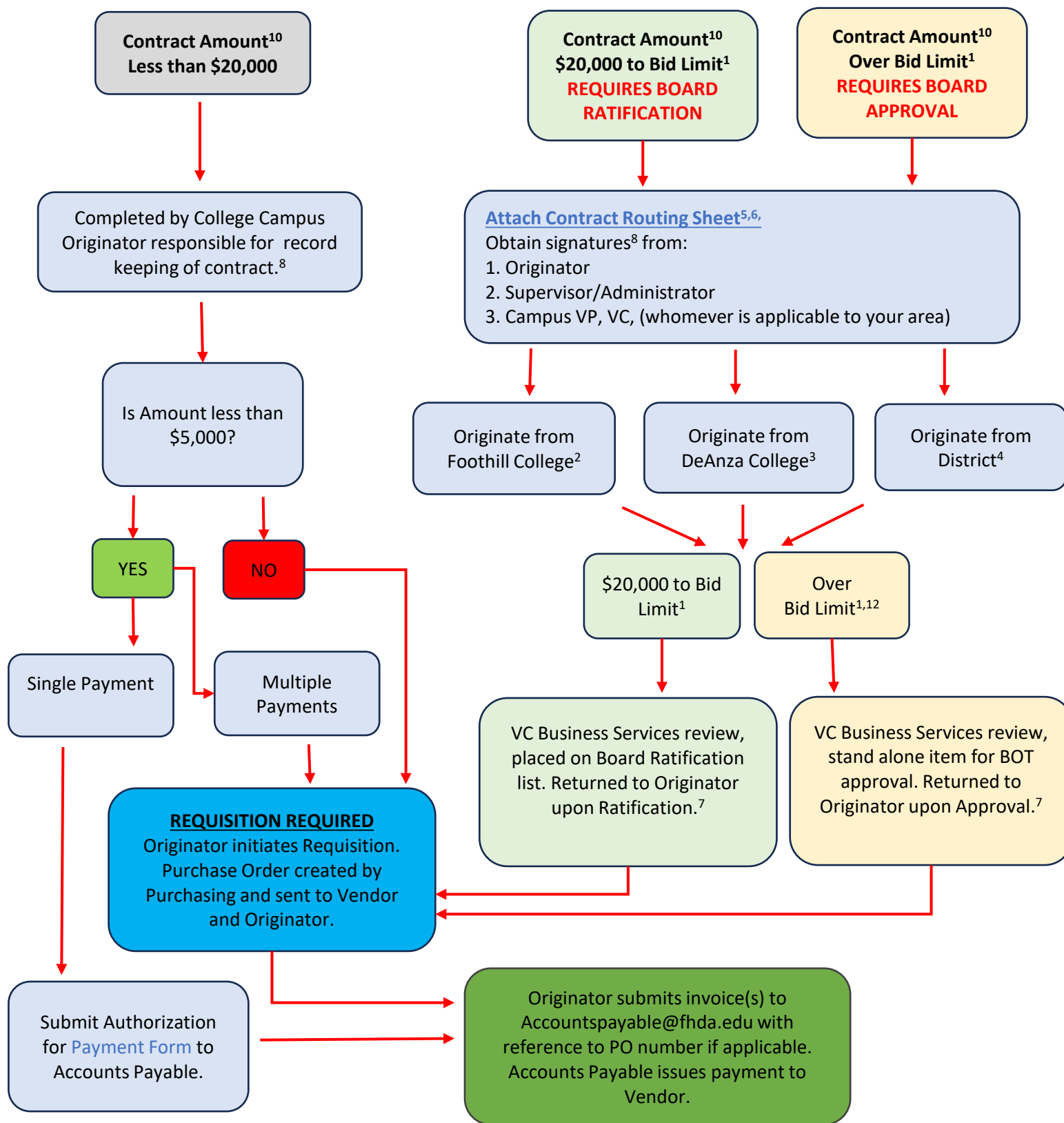


CONTRACT APPROVAL FLOW CHART FOR SERVICES^{9,11}

(Not for Public Works or Bond)



1 - Bid limit is adjusted annually. Effective January 1, 2024, bid limit is \$114,500.

2 - Forward to VP, Finance & Admin. Office who will route to Executive Assistant, Business Services.

3 - Forward to VP, Administrative Services Office who will route to Executive Assistant, Business Services.

4 - Forward to Executive Assistant, Business Services who will route to Vice Chancellor, Business Services.

5 - Originator is responsible for record keeping of Contract. A copy will also be filed in Business Services.

6 - Provided the Contract is in order, please allow at least two weeks for processing.

7 - Check Board of Trustees calendar for next meeting and be mindful of board submission DEADLINES.

8 - Refer to the [Purchasing and Payment Authority Grid](#) for delegation of signature authority and competitive quote requirements.

9 - Contracts and revisions that differ from standard District templates must be approved by the Contracts & Risk Manager.

10 - Contract amount is inclusive of all taxes, labor, shipping, and over the entire term of the agreement.

11 - Contracts requiring insurance must be reviewed for compliance by Risk Management. Submit COI to Risk@fhda.edu.

12 - Contracts exceeding the Bid Limit require competitive bidding, certain exceptions may apply. Contact Purchasing for assistance.