



## Scripps College

# Procurement Workflow Process and Signing Authority

### Introduction

All contracts entered into in connection with the Scripps College Procurement Policy shall be processed and signed in a manner consistent with the workflow and signing authority set forth below.

### Procurement Workflow Process

- 1. Initiation by Cost Center Manager.** The procurement of goods or services under the College's Procurement Policy will be initiated by the Cost Center Manager informing the College's Procurement Team of the good or service sought and specifications related to quantity, timing, quality, and/or other aspects that will allow the Procurement Team to investigate the alternatives for sourcing the good or service.
- 2. Sourcing by Procurement Team.** The Procurement Team shall, consistent with the guidelines of the Procurement Policy, research alternatives for sourcing the good or service and present the alternatives to the Cost Center Manager.
- 3. Cost Center Manager Proposal.** If the Cost Center Manager determines to move forward with procurement of the good or service, the Cost Center Manager shall advise the Procurement Team which alternative is selected and request the Procurement Team to move forward to obtain the necessary approvals to enter into a contract to procure the good or service
- 4. Budget Manager Approval.** The Procurement Team will submit the expected cost of the proposed procurement to the Budget Manager for determination of whether the applicable Cost Center's budget will support the procurement.
- 5. Information Technology Approval.** If the proposed procurement involves the acquisition of computer-related hardware or equipment, software, a subscription to software as a service, or a web-based service, the proposed procurement shall be submitted to the Director of Information Technology for approval.
- 6. Divisional Vice President Approval.** The proposed procurement shall be submitted to the applicable Divisional Vice President for approval.

7. **Contract Preparation.** After receiving all applicable approvals set forth above, the Procurement Team shall prepare a contract for the proposed procurement.

8. **Contract Approval.**

A. Consideration of \$10,000 or less. If the total consideration to be paid by the College under the contract is \$10,000 or less, the contract may be approved by the applicable Divisional Vice President.

B. Consideration of over \$10,000. If the total consideration to be paid by the College under the contract exceeds \$10,000, the contract must be approved by College Counsel and the Vice President for Business Affairs/Treasurer.

**Contract Signing Authority for Goods or Services Procured Pursuant to the Scripps College Procurement Policy**

**Construction Contracts:** All contracts relating to design, construction, demolition, or renovation of structures on the Scripps College Campus shall be signed by the President or Vice President for Business Affairs/Treasurer.

**Non-Construction Contracts:**

A. Consideration Exceeding \$100,000. If the total consideration to be paid by the College under the contract exceeds \$100,000, the contract shall be signed by the President.

B. Consideration \$10,001-\$100,000. If the total consideration to be paid by the College under the contract exceeds \$10,000 but does not exceed \$100,000, the contract shall be signed by either the CFO or the Board Secretary.

C. Consideration of \$10,000 or less. If the total consideration to be paid by the College under the contract is \$10,000 or less, the contract shall be signed by the Divisional Vice President.