

Signature Guidelines

for Purchase Requisitions and Check Requests

For a Request Total of any dollar amount
For a Request Total at/above \$5000
For a Request Total at/above \$10,000

Dean or Program Director
Vice President
President

There is a Dean **and** a Director for the following departments/programs, and both need to sign at any dollar amount:

Academic Support
Adult Education
CDC/ECE
Continuing Education
DSES/FKCE
HEP
HSI GPS STEM
HSI Title V Cultivamos
MESA
Teacher Pathways
Upward Bound
Western Stage

In addition to the above signatures:

Audio/Visual (A/V) purchases of any dollar amount
Technology (IT) purchases of any dollar amount

Multimedia Technician
Technology Specialist **and** IT Administration (VP or Director)

If you have any questions about who should sign your request:

- See also Signatures (Approvals) for Purchase Requisitions and Check Requests which is posted on the Purchasing website under Reference & Training Materials
- Contact either Joanne Ritter (x61 29 or jritter@hartnell.edu) or David Techaira (x6835 or dtechair@hartnell.edu)