Signature Guidelines

for Purchase Requisitions and Check Requests

For a Request Total of any dollar amount
Dean or Program Director
For a Request Total at/above $5000
Vice President
For a Request Total at/above $10,000
President

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

CDC/ECE
DSES/FKCE
HEP
HSI Bridging the Gap
HSI GPS STEM
HSI Title V Cultivamos
MakerSpace
MESA
NASA MAA
Pathways
Upward Bound
Western Stage

In addition to the above signatures:

Audio/Visual (A/V) purchases of any dollar amount
Multimedia Technician (Daniel Jimmeye)
Technology (IT) purchases of any dollar amount
Technology Specialist (Paul Chen or Steve Otero) and IT Administration (Bala Kappagantula or Dave Phillips)

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

Joanne Ritter (x6129 or jriter@hartnell.edu)
David Techaira (x6835 or dtechair@hartnell.edu)