
Series: **Accounts Payable** **COA: FIN 7.04**
CFOP:

Procedure Name: Purchase Authorization
Procedure Number: AP432
Reviewed Date: (8) 06/08/15, 07/27/2020
Revision #/Date: 07/01/15, 10/21/15
Effective Date: 02/28/05

Applicable to: All BFP Staff

PURPOSE: To ensure the maximum effectiveness of expenditures through proper purchasing procedures and to ensure compliance with the Board of Directors and funding sources fiscal requirements.

PROCEDURE:

References

Policies/Procedures: AP-410, AP-415, AP-420, AP-421, GOV-201, GOV-208, PR-901

General

- A. The following BFP staff are authorized to sign requests for administrative and child welfare goods and services as outlined:

Chief Executive Officer (CEO):

- No Limit per transaction – Entire Budget
- Board Requirements as Applicable

Chief Financial Officer or designee appointed by the CEO in the absence of the CFO under the direction of the Chief Executive Officer (CEO) by the Board of Directors):

- Up to \$7,500 per transaction – Entire Budget
- \$7,500.01 and above, Vice President of Operations or CEO

Vice President of Operations

- Up to \$20,000 per transaction – Entire Budget
- \$20,000.01 and above, CEO

Chief Legal Officer

- Up to \$1,000 per transaction – Approved Department Budget Only
- \$1,000.01 and above, CEO.

- B. All approved purchase orders/requisitions for administrative and child welfare goods and services are subject to fiscal procedures AP-410, AP-415, AP-420, AP-421, and PR-901.



BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. Scarpelli".

PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 8/27/2020