

Family Partnerships of Central Florida

Series:	Accounts Payable	COA: FIN 7.04
		CFOP:
Procedure Name:	Purchase Authorization	
Procedure Number:	AP432	
Reviewed Date:	(8) 06/08/15, 07/27/2020, 04/16/24	
Revision #/Date:	07/01/15, 10/21/15	
Effective Date:	02/28/05	

Applicable to: All Family Partnerships of Central Florida (FPoCF) 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 FPoCF 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.

Family Partnerships of Central Florida

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 04/17/2024