

Exceptions: See DJJ Policy 107.1 and 107.2

Purchase Request Emailed to Supervisor with Justification

Supervisor Approves-Forwards to Superintendent -Administrative Manager

OR

If Purchased Denied



Purchases < \$1,000 Superintendent-Administrative Manager Approves

OR

If Purchased Denied



Purchased by Fiscal Manger

Purchases >\$1,000 Division Director Approves forwards as amount indicates or **STOP** if denied

For Purchases \$1,000 and OVER

Forward to Agency Budget Analyst IPA IV for Funding

Funds Available

Forwards to Fiscal Branch Manager/ Admin Services Director

Forward to Procurement Officer for Purchase

For Purchases \$5000 and OVER

Forward to Agency Budget Analyst IPA IV for Funding

Funds Available

Forwards to Fiscal Branch Manager/ Admin Services Director

FBM forwards to Commissioner

Commissioner Approves

Forwards to Fiscal Branch Manger

Forward to Procurement Officer for Purchase

Funds NOT available



Funds NOT available

Commissioner Denies



REMINDER
Up to \$4,999= 1 Quote
\$5,000—\$10,000 = 3 Quotes