



Special Approval List

- Funds 12, 33,41, 61
- Program managers are added to all approval lists.
- CBO is added to the approval list.

Purchases over \$10,000; Memberships, Legal

- Normal approval list.
- The superintendent will also be added to this list.
- CBO is also added to the list.

IT Purchases

- Routed to IT to ensure that the proper items are being ordered and that nothing extra has to be ordered.
- The requisition will then follow its normal approval list.

Contracts & Travel

- All contracts are routed through the board administrative assistant to make sure it appears on the board agenda.
- The requisition will then follow its normal approval list.

Expenses against any 1000 - 3000 Object

- All requisitions using an object of 1000 thru 3000 must have the approval of the CBO since they are not normal expenses codes.
- The requisition will then follow its normal approval list.