

# Rock Valley College

## Purchasing Approval Tiers and quote Requirements

### Quick Reference Guide

*Not all areas will have all positions. Check with your supervisor for positions in your department. Budget officers' titles can be found on the Employee Directory on the Intranet.*

#### Approval Tiers Up To:

- **\$3,000**
  - Primary budget officer/Manager
- **\$5,000**
  - Director
- **\$8,000**
  - Dean, Executive Director, Chief Development Officer, or Chief of Police.
- **\$15,000**
  - VP
- **\$25,000**
  - President
- **>\$25,000**
  - Board
  - Refer to Section 1.6 and Section 2 of the Purchasing Administrative Procedures.

#### Other Colleague Approval Requirements:

- All requisitions – Director of Business Services: [Karen Kerr](#)
- Any computer related hardware, software, applications, or services that potentially involve the RVC network or IT support – Director of IT: [Danielle Baumgartner](#)
- Fund 31 (Foundation) – Chief Development Officer: [Brittany Freiberg](#)
- Perkins – Executive Director of Grants & Small Business Development: [Nancy McDonald](#)

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- Fund 12 – CFO: Ellen Olson

## Quote Requirements:

- **\$3,000 and up**
  - 3 competitive quotes and requisition number emailed to Business Services at
    - o RVC-BusinessServicesOffice@rockvalleycollege.edu.
- **>\$8,000**
  - Preceding requirement & include VP in the email.
- **>\$15,000**
  - Preceding requirements & include President Spearman in the email.

**Revised:** March 21, 2024

**Reference:** Purchasing Administrative Procedure (5:10.120)