

**North Orange County Regional Occupational Program  
EXPENDITURES AND PURCHASES  
ROP E 3300**

**E 3300**

**Exhibit**

**PURCHASING APPROVAL MATRIX**

All purchases must have Administrator/Director/ Manager approval before expenditures are made. All expenditures (including shipping, handling, and taxes) must be within the approved budget.

	Administrator/ Director/Manager	Assistant Superintendent	Superintendent	Board Approval
Reimbursements* Up to \$100				
Reimbursements* Exceeding \$100				
Acquisition of Supplies, Equipment, & Services Up to \$5,000				
Acquisition of Supplies, Equipment, & Services (not construction related) Exceeding \$5,000 up to \$15,000 (3 written quotes)				
Acquisition of Supplies, Equipment, & Services (not construction related) Exceeding \$15,000 up to \$109,300 (3 written quotes)				
Acquisition of Supplies, Equipment, & Services Exceeding \$109,300 (requires formal legal bids or intragovernmental contracts)				
<b>Construction Services</b> (following CUPCCAA** regulations)				
Acquisition of Construction Services Exceeding \$5,000 up to \$15,000				
Acquisition of Construction Services Exceeding \$15,000 up to \$60,000				
Acquisition of Construction Services Exceeding \$60,000 up to \$200,000 (requires informal bids)				
Acquisition of Construction Services Exceeding \$200,000 (requires formal legal bids)				

\*Reimbursements under \$100 are issued in cash, and \$100 or more are issued as a check.

\*\*CUPCCAA: California Uniform Public Construction Cost Accounting Act.

Revised: January 1, 2023

Established: March 15, 2006