

















GENERAL APPROVAL WORKFLOW

Dollar Thresholds	SHOPPING CART APPROVALS	AUTOMATIC STOCK PURCHASE ORDER (STO)	AUTOMATIC PURCHASE ORDER (PO)	PROCUREMENT (BUYER)
	Principal / Site Administrator			
Internal Catalog (General Stores Distribution Catalog)				
No dollar threshold			--	--
External Catalog (Arey Jones)				
Less than \$500,000		--		--
Greater than \$500,000		--	--	
Non Stock (Non Instructional Materials)				
Less than \$25,000 with Preferred Vendor		--		--
Less than \$25,000 without Preferred Vendor		--	--	
Greater than \$25,000 with or without a Preferred Vendor		--	--	

APPROVAL WORKFLOW FOR STATE TEXTBOOKS

Dollar Thresholds	SHOPPING CART APPROVALS			AUTOMATIC PURCHASE ORDER (PO)	PROCUREMENT (BUYER)
	Principal / Site Administrator	Education Services Center (ESC)	Executive Director of Curriculum & Instruction		
No dollar threshold					--

APPROVAL WORKFLOW FOR SUPPLEMENTAL BOOKS / INSTRUCTIONAL MATERIALS

Dollar Thresholds	SHOPPING CART APPROVALS			AUTOMATIC PURCHASE ORDER (PO)	PROCUREMENT (BUYER)
	Principal / Site Administrator	Education Services Center (ESC)	Executive Director of Curriculum & Instruction		
Less than \$83,000		--	--	--	--
\$83,000 - \$100,000			--		--
\$100,000 - \$250,000					--
Greater than \$250,000				--	