

# CONSULTANT/CONTRACTED SERVICE REQUIRED SIGNATURES

A contract must be signed by the budget manager and the consultant/consulting firm before a PO is written and before service is rendered.

1.     **\$1 - \$5,000**
  - Consultant/consulting company
  - AAPS Budget Manager
  
2.     **\$5,001 - Bid Index Limit\***
  - Consultant/consulting company
  - AAPS Budget Manager
  - Cabinet Level Supervisor
  
3.     **Over Bid Index Limit\* - \$100,000**
  - Consultant/consulting company
  - AAPS Budget Manager
  - Cabinet Level Supervisor
  - Superintendent (or designee)
  
4.     **Over \$100,000**

Consultant services beyond \$100,000 require Board of Education approval. **NO** contract commitments may be made until Board of Education approval has occurred.

**Contact the Purchasing Department at 994-2261 for current Bid Index Limit**