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