

**MARYLAND JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS  
PROCUREMENT AND CONTRACT ADMINISTRATION**

**POLICY IMPLEMENTATION MEMORANDUM NO. PCA 02-001  
PROCUREMENT APPROVAL AUTHORITY  
November 12, 2002**

**References:**

Maryland Judicial Branch Procurement Policy Article II 1.01 and 2.01

**Purpose:**

To establish procedures for the routing of procurement related documents for signature/approval and to delegate signature authority.

**Definitions:**

Procurement Related Documents – purchase requisitions, purchase orders and contracts.

**Policy Statement:**

To insure that all contract documents have the proper agency signatures for fund certification, legal form and sufficiency and agency approval.

**Procedure:**

Requisitions must be submitted in a written form acceptable to the Director of Procurement and Contract Administration. All requisitions shall be forwarded to the Finance Director or designee, for fund certification. After funding is certified, the requisition shall be forwarded to the Director of Procurement and Contract Administration. The purchase requisition will then be reviewed and approved by the Director of Procurement and Contract Administration or designee, and the commodities and/or services procured. The Director, Procurement and Contract Administration or designee shall approve all small procurements.

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**POLICY DIRECTIVE NO. PCA 02-001**

After solicitation of bids, as applicable, but prior to receiving the vendor's signature, the contract document shall be reviewed and approved by the following staff members, or their designees, for all procurements above the small procurement threshold: Director Procurement and Contract Administration and the Director of Legal Affairs. Under specific circumstances as articulated in the Procurement Policy the State Court Administrator and the Chief Judge of the Court of Appeals are required to approve contract documents.

Approved:

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Daniel A. Coleman, J. D.  
Director of Procurement and Contract Administration

Approved:

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Robert M. Bell, Chief Judge  
Court of Appeals