

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

**POLICY IMPLEMENTATION MEMORANDUM NO. PCA 02-002
SIGNATURE AUTHORITY LEVELS
PURCHASE ORDERS
November 12, 2002**

References:

None.

Purpose:

To delegate signature authority levels for the approval of Purchase Orders within the Maryland Judiciary.

Definitions:

None.

Policy Statement:

For the Director of Procurement and Contract Administration Department to delegate certain levels of signature authority for Purchase Orders within the Maryland Judiciary.

Delegation of Authority:

The Procurement Officer may sign all Purchase Orders in the amount of \$5,000.00 (five thousand dollars) or less.

The Procurement Manager may sign all Purchase Orders in the amount of \$25,000.00 (twenty five thousand dollars) or less.

Purchase Order that exceed \$25,000.00 (twenty five thousand dollars) shall be signed by the Director of Procurement and Contract Administration or designee.

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POLICY DIRECTIVE NO. PCA 02-002

Approved:

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

Approved:

Robert M. Bell, Chief Judge
Court of Appeals