

**MARYLAND JUDICIARY ADMINISTRATIVE OFFICE
OF THE COURTS PROCUREMENT AND CONTRACT
ADMINISTRATION
POLICY IMPLEMENTATION MEMORANDUM PCA 004,
revised
CONTRACT APPROVAL AUTHORITY
November 5, 2013**

References:

None.

Purpose:

To establish contract approval authority.

Definitions:

None.

Policy Statement:

To establish the authority for approval of contracts and contract modifications.

Procedure:

The Director of Procurement and Contract Administration shall have the authority to approve all contracts and contract modifications up to and including one hundred thousand dollars (\$100,000.00).

The State Court Administrator shall have the authority to approve contracts and contract modifications up to and including five hundred thousand dollars (\$500,000.00).

The Chief Judge of the Court of Appeals shall approve all contracts and contract modifications that exceed five hundred thousand dollars (\$500,000.00).

Approved:

Pamela Harris
State Court Administrator

Approved:

Mary Ellen Barbera
Chief Judge, Court of Appeals