

Series:	Accounts Payable	COA : FIN 7.04
		CFOP :

Procedure Name:	Purchase Authorization
Procedure Number:	AP432
Reviewed Date:	(8) 06/08/15, 07/27/2020, 04/16/24, 11/17/25
Revision #/Date:	07/01/15, 10/21/15
Effective Date:	02/28/05

Applicable to:	All Family Partnerships of Central Florida (FPOCF) Staff
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PURPOSE: To ensure the maximum effectiveness of expenditures through proper purchasing procedures and to ensure compliance with the Board of Directors and CBC Lead Agency fiscal requirements.

PROCEDURE:

References

Policies/Procedures: AP-410, AP-415, AP-420, AP-421, GOV-201, GOV-208, PR-901

General

- A. The following FPOCF staff are authorized to sign requests for administrative and child welfare goods and services as outlined:

President and Chief Executive Officer (CEO):

- No Limit per transaction – Entire Budget
- Board Requirements as Applicable

Chief Financial Officer (CFO) or designee appointed by the President and CEO in the absence of the CFO:

- Up to \$7,500 per transaction – Entire Budget
- \$7,500.01 and above, Vice President and COO or President and CEO

Vice President o and Chief Operations Officer (COO)

- Up to \$20,000 per transaction – Entire Budget
- \$20,000.01 and above, CEO

Chief Legal Officer (CLO)

- Up to \$1,000 per transaction – Approved Department Budget Only
- \$1,000.01 and above, CEO

- B. All approved purchase orders/requisitions for administrative and child welfare goods and services are subject to fiscal procedures AP-410, AP-415, AP-420, AP-421, and PR-901.



BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. Scarpelli". The signature is written in a cursive style and is positioned above a horizontal line.

PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 12/17/2025