

**ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

Subject: Requisition Approval Levels

Number: E 26

Approved: Signature on file

Date: 6/26/17

POLICY

Except where applicable State/Federal regulations, Contract Policy Manual, and/or SSA Director's direction apply, the employee submitting a requisition for the procurement of goods and services shall follow the divisional chain of command pursuant to the Social Services Agency (SSA) Requisition Approval Levels established by Executive Management.