

ADOBE SIGN SIGNATURE GUIDE

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Blanket Purchase Orders \$5,000 - \$9,999	Program Director Department Dean Area Vice President	purchasing@hartnell.edu
Blanket Purchase Orders over \$10,000	Program Director Department Dean Area Vice President President	purchasing@hartnell.edu
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Budget Revisions/Transfers		

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Travel Authorization Form Out of State Travel	Traveler Department Dean Program Director Area Vice President Accounting Manager (if grant funds) OR Controller (if general funds) President/Superintendent	jsilveira@hartnell.edu