

**POLICY MANUAL REVISION  
FOR CONSIDERATION BY THE BOARD OF DIRECTORS  
SEPTEMBER 25, 2020**

**3.06.08 Purchase Order System.** The Executive Director shall periodically establish a purchase order threshold, not to exceed \$25,000, and shall publish the threshold amount in the State Bar Procurement Guide. A purchase order shall be issued for any item costing more than the threshold amount. The order shall indicate the category or classification of the expenditure and the department to be charged. All purchase orders must be approved by the Executive Director or authorized designee.

Deleted: \$500.