



## THE BOARD OF TRUSTEES MEETING SCHEDULE AND PURCHASING DEADLINES

- Purchases and contracts in the amount of **\$25,000.00 or larger** require approval of the Jefferson College Board of Trustees.
- The Board typically meets on the **2nd Thursday of the month**. You can view the schedule for upcoming meetings at [jeffco.community.highbond.com/Portal/](http://jeffco.community.highbond.com/Portal/). There are some months when there is no Board meeting.
- A **purchase package that only requires Board approval**, but no Request For Proposal (RFP) Process takes approximately **3 weeks** to prepare for the Board depending on the time required to get price quotes or bids.
- A purchase package that requires the **RFP process and Board approval** can take **between 60 and 75 days** to prepare for the Board.