

TO: Bill Payers
RE: Purchasing Limits
DATE: 09/22/2014

Please note the revised purchasing limits:

Petty Cash	up to \$100.00
Purchase Order Required	\$1,000.00
Quote Bids:	
Phone	\$2,500.00 - \$9,999.99
Written	
Construction Quotes	\$10,000.00 - \$19,999.99
Services and Commodities	\$10,000.00 - \$24,999.99
Federal Grants	All Purchases
Construction Formal Bids	\$20,000 - up
Services and Commodities Formal Bids	\$25,000 – up
Purchasing Assistant Authority	up to \$5,000
Purchasing Coordinator Authority	up to \$10,000
Purchasing Manager Authority	up to \$20,000
City Managers Authority	\$20,000.01 - \$49,999.99
Board Approval	\$50,000 – up

Please be mindful that all quote bids require contact with a MBE and WBE supplier, if one is available.

It is also suggested that a comparative quote be obtained for purchases up to \$2,500 (if time permits) to be sure you are getting a competitive price.

Abdoul Kabaou
Purchasing Manager
371-6838

Louise Drayton
Purchasing Coordinator
371-4563

Cassie Weatherington
Purchasing Assistant
371-4561