

25-0416 Corrected Attachment 1 (posted 20250909)

| PURCHASING PROCESS SUMMARY FOR GOODS AND SERVICES (CH 4, ART. 3) – ATTACHMENT A | | | | |
|--|------------------|--|--|--|
| PURCHASING PROCESS SUMMARY FOR GOODS AND SERVICES | | | | |
| Purchase Amount | For Purchases of | | Purchasing Process | Competitive Bid/Proposal Requirements |
| | Goods | Services | | |
| \$1 - \$5,000* | ✓ | Off Site | Purchasing Card or Purchase Order. | None |
| \$5,001 - \$10,000 | ✓ | On Site | Field Purchase Order. | None |
| \$10,001 - \$50,000 | ✓ | ✓ | Purchase Requisition Submitted, Purchase Order or Purchase Agreement Issued. | One Quote |
| \$50,001 - \$100,000 | ✓ | ✓ | Purchase Requisition Submitted, Formal contract for services signed at 100K, Purchase Order or Purchase Agreement Issued. | Three Written Quotes or justification of exemption, or Solicited Request for Quotations, Prepared by Purchasing |
| \$100,001-\$250,000 | ✓ | ✓ | Purchase Requisition Submitted, Formal contract for services, Purchase Order or Purchase Agreement Issued. | Invitation for Bids or Request for Proposals Prepared by Purchasing, Public Bid Opening, Awarded by the City Manager |
| Over \$250,000 | ✓ | ✓ | Purchase Requisition Submitted, RTC prepared for Council, Formal Contract signed, Purchase Order or Purchase Agreement issued. | Invitation for Bids or Request for Proposals Prepared by Purchasing, Public Bid Opening Awarded by the Council |
| *Purchases with a P-Card can be up to the Cardholders transaction limit. END-USER RESPONSIBILITIES: | | | | |
| <ul style="list-style-type: none"> Identify procurement needs and availability of funding | | <ul style="list-style-type: none"> Submit specifications for required goods and services | | |
| <ul style="list-style-type: none"> Inspects goods delivered and services performed | | <ul style="list-style-type: none"> Report to Purchasing all surplus property for disposal | | |

Rev. 4/2025