

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 - \$100	✓		Employee Reimbursement	None
\$1 - \$1000*	✓	Off Site	Purchasing Card or Purchase Order	None
\$1 - \$5,000	✓	On Site	Field Purchase Order	None
\$5,001 - \$50,000	✓	✓	Purchase Requisition Submitted Purchase Order or PA Issued	None
\$50,001 - \$70,000	✓	✓	Purchase Requisition Submitted Purchase Order or PA Issued	Three Written Quotes or justification of exemption or Solicited Request for Quotations Prepared by Purchasing
\$70,001 - \$100,000	✓	✓	Purchase Requisition Submitted Purchase Order or PA Issued	Informal Request for Quotations Prepared by Purchasing done by Department with purchasing oversight.
Over \$100,000	✓	✓	Purchase Requisition Submitted Purchase Order or PA Issued	Formal Invitation for Bids or Request for Proposals Prepared by Purchasing Public Bid Opening Awarded by Council if Over \$250,000

*Purchases with a P-Card can be up to the Cardholders transaction limit.

END-USER RESPONSIBILITIES:

<input type="checkbox"/> Identify procurement needs and availability of funding	<input type="checkbox"/> Submit specifications for required goods and services	<input type="checkbox"/> Participate in evaluation of bids and proposals
<input type="checkbox"/> Inspects goods delivered and services performed	<input type="checkbox"/> Report to Purchasing all surplus property for disposal	<input type="checkbox"/> REFRAIN from making independent and unauthorized procurements

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