

PURCHASING/CONTRACTING  
QUICK REFERENCE SHEET

TYPE	AMOUNT	APPROVAL AUTHORITY	PROCEDURE
PETTY CASH	0 - \$15.00	BUDGET AUTHORITY	SIGNED RECEIPT (6.6)
OUT OF POCKET	Over \$15.00 (Not Travel Related)	BUDGET AUTHORITY	REQUEST FOR PAY (6.7)
PURCHASE ORDERS (EXCEPT P.W. PROJECTS)			
OPEN	N/A	DIVISION SUPERVISOR	SIGNED RECEIPT (6.3)
FIELD	0 - \$50.00	BUDGET AUTHORITY	FIELD P.O. (6.4)
SINGLE	0 - \$10,000	BUDGET AUTHORITY	PURCHASE ORDER (6.4)
	\$10,000 - 30,000	DEPARTMENT DIRECTOR	TELE/WRITTEN QUOTES (6.4)
	OVER \$30,000	CITY COUNCIL	COMPETITIVE BIDS (6.11)
EMERGENCY PURCHASE	N/A	BUDGET AUTHORITY	FOLLOW-UP WITH WRITTEN EXPLANATION (6.8)
PUBLIC WORKS PROJECTS UNDER \$100,000 USING THE SMALL WORKS ROSTER:			
SMALL WORKS ROSTER	0 - \$10,000	BUDGET AUTHORITY	WRITTEN QUOTES (10.2)
	\$10,000 - 30,000	DEPARTMENT DIRECTOR	WRITTEN QUOTES (10.2)
	\$30,000 - 100,000	CITY COUNCIL	WRITTEN QUOTES (6.11, 10.2 & 10.3)
COMPETITIVE BIDS REQUIRED FOR PROJECTS OVER \$100,000 AND TO BE APPROVED BY CITY COUNCIL.			
CHANGE ORDERS	APPROVED BUDGET	BUDGET AUTHORITY	CHANGE ORDER FORM (6.11.6)
	EXCEEDS APPR. BUDGET	CITY MANAGER/NOTIF.COUNCIL	CHANGE ORDER FORM (6.11.6)