



**LIMITS OF EXPENDITURE (Revised 8/11/2022)**

<b>DOLLAR THRESHOLD</b>		<b>PURCHASE METHOD</b>	<b>PROCESS</b>
\$4,000 & under		Small Purchase	Procurement-card (p-card)
\$4,001 - \$19,999		Informal Quote	Requisition to purchasing including price quotes (3 preferred)
\$20,000 - \$49,999		Formal Quote	Requisition to Purchasing. Purchasing issues Formal solicitation.
\$50,000+		Sealed Solicitation	Requisition to Purchasing. Purchasing issues Sealed Solicitation.

**PROCUREMENT AUTHORITY LEVELS**

<b>DOLLAR THRESHOLD</b>	<b>AUTHORIZED PERSONNEL</b>
\$ 4,000 & under	All City Personnel
\$ 50,000 & under	Purchasing Director
\$ 50,001+	Board of Commissioners