



PROCUREMENT POLICY LIMITS

LIMITS OF EXPENDITURE

DOLLAR THRESHOLD	PURCHASE METHOD	PROCESS
\$2,000 & under	Small Purchase	Procurement-card (p-card)
\$2,001 - \$14,999	Informal Quote	Requisition to purchasing including price quotes (3 preferred)
\$15,000 - \$24,999	Formal Quote	Requisition to Purchasing. Purchasing issues Formal quote requests.
\$25,000+	Sealed Solicitation	Requisition to Purchasing. Purchasing issues Sealed Solicitation.

PROCUREMENT AUTHORITY LEVELS

DOLLAR THRESHOLD	AUTHORIZED PERSONNEL
\$ 2,000 & under	All City Personnel
\$ 10,000 & under	Purchasing Director
\$ 50,000 & under*	City Manager
\$ 50,001+*	Board of Commissioners

*Per Ordinance 4707-19 November 21, 2019