



LIMITS OF EXPENDITURE (Revised 8/11/2022)

DOLLAR THRESHOLD		PURCHASE METHOD	PROCESS
\$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 quote requests.
\$50,000+		Sealed Solicitation	Requisition to Purchasing. Purchasing issues Sealed Solicitation.

PROCUREMENT AUTHORITY LEVELS

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