



Purchasing Policy Threshold						
Total Amount of Purchase	Type of Form Required	Type of Bid/Quotes Required	Department Head or Designee Approval Required	Finance Director Approval Required	City Manager Approval Required	City Council Approval Required
< \$5,000	Invoice	Not Required	✓			
\$5,000 to \$19,999.99	Purchase Order	3 Quotes (can be verbal)	✓	✓		
\$20,000 to \$59,999.99	Purchase Order	3 Bids/Quotes (must be written)	✓	✓	✓	
\$60,000 and above	Purchase Order	Sealed Bids	✓	✓	✓	✓
<b>Note:</b>	<i>All purchases must be a budgeted purchase PRIOR to initiating any payment agreement. Purchase Orders are only issued PRIOR to payment obligation; they will not be issued after the fact.</i>					