

EXHIBIT B

**CCG PURCHASING LIMITS & REQUIREMENTS  
FOR ONE-TIME PURCHASES**

*Applicable to the **TOTAL PURCHASE AMOUNT** from a single vendor,  
and goods/service **NOT UNDER ANNUAL CONTRACT***

<p align="center"><b>Purchases Up to \$5,000</b></p>	<p><b>Small Purchases: No competition required.</b></p> <ol style="list-style-type: none"> <li>1. Primary purchase instrument – City Purchasing Card</li> <li>2. Alternative Purchase instruments:             <ol style="list-style-type: none"> <li>a. Purchase Order – PD Document</li> <li>b. Petty Cash (\$100.00 or less)</li> </ol> </li> </ol> <p><b>*Purchase Authority (final approval): Department</b></p>
<p align="center"><b>Purchases \$5,001 - \$25,000</b></p>	<p><b>Requires one of the following:</b></p> <ol style="list-style-type: none"> <li>1. Cooperative Contract Quote</li> <li>2. Written price quotes required from at least 3 vendors. <i>(Departments should request quotes from at least five vendors to obtain at least three (3) quotes. <b>**Quotes can only be obtained by Employees who have attended the Price Quote Training. Purchasing will not accept quotes obtained by Employees who have not attended training.</b>)</i></li> <li>3. Only Known Source Justification</li> </ol> <p><b>Enter a PD Document for the recommended vendor.</b></p> <p><b>*Purchase Authority (final approval): Purchasing</b></p>
<p align="center"><b>Purchases \$25,001 - \$49,999</b></p>	<p><b>Requires one of the following:</b></p> <ol style="list-style-type: none"> <li>1. Cooperative Contract Quote</li> <li>2. Only Known Source Justification</li> <li>3. Informal Bid Process administered by Purchasing.</li> </ol> <p><b>*Purchase Authority (final approval): City Manager has designated Finance Department Approval (Purchasing Division Manager, Accounting, Financial Planning and Finance Director)</b></p>
<p align="center"><b>Purchases \$50,000 and greater</b></p>	<p><b>Requires one of the following:</b></p> <ol style="list-style-type: none"> <li>1. Cooperative Contract Quote</li> <li>2. Only Known Source Justification</li> <li>3. Formal Bid/RFP process</li> </ol> <p><b>*Purchase Authority (final approval): City Council</b></p>

