

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">Purchases Up to \$2,500</p>	<p>Small Purchases: No competition required.</p> <ol style="list-style-type: none"> 1. Primary purchase instrument – City Purchasing Card 2. Alternative Purchase instruments: <ol style="list-style-type: none"> a. Purchase Order – PD Document b. Petty Cash (\$100.00 or less) <p>*Purchase Authority (final approval): Department</p>
<p align="center">Purchases \$2,501 - \$25,000</p>	<p>Requires one of the following:</p> <ol style="list-style-type: none"> 1. Cooperative Contract Quote 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. **Quotes can only be obtained by Employees who have attended the Price Quote Training. <u>Purchasing will not accept quotes obtained by Employees who have not attended training.</u></i> 3. Only Known Source Justification <p>Enter a PD Document for the recommended vendor.</p> <p>*Purchase Authority (final approval): Purchasing</p>
<p align="center">Purchases \$25,001 - \$49,999</p>	<p>Requires one of the following:</p> <ol style="list-style-type: none"> 1. Cooperative Contract Quote 2. Only Known Source Justification 3. Informal Bid Process administered by Purchasing. <p>*Purchase Authority (final approval): City Manager has designated Finance Department Approval (Purchasing Division Manager, Accounting, Financial Planning and Finance Director)</p>
<p align="center">Purchases \$50,000 and greater</p>	<p>Requires one of the following:</p> <ol style="list-style-type: none"> 1. Cooperative Contract Quote 2. Only Known Source Justification 3. Formal Bid/RFP process <p>*Purchase Authority (final approval): City Council</p>

