

# SYNOPSIS OF CCG PURCHASING LIMITS & REQUIREMENTS FOR ONE-TIME CAPITAL PURCHASES

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

<b>Purchases Up to \$1,000.00</b>	<p><b>Small Purchases: No competition required.</b></p> <ol style="list-style-type: none"> <li>1. <b>Primary purchase instrument – City Purchasing Card</b></li> <li>2. <b>Alternative Purchase instruments:</b> <ol style="list-style-type: none"> <li>a. <b>Purchase Order – PD Document</b></li> <li>b. <b>Petty Cash (\$50.00 or less)</b></li> </ol> </li> </ol> <p><i>*Purchase Authority (final approval): Department</i></p>
<b>Purchases \$1,001 - \$5,000</b>	<p><b>Requires one of the following:</b></p> <ol style="list-style-type: none"> <li>1. <b>Cooperative Contract Quote</b></li> <li>2. <b>Written price quotes required from at least 3 vendors. (Departments should request quotes from at least five vendors to obtain at least three (3) quotes. <u>**Quotes can only be obtained by Employees who have attended the Price Quote Training Class. Purchasing will not accept quotes obtained by Employees who have not attended training.</u>)</b></li> <li>3. <b>Only Known Source Justification</b></li> </ol> <p>Enter a PD Document for the recommended vendor.</p> <p><i>*Purchase Authority (final approval): Purchasing</i></p>
<b>Purchases \$5,001 - \$24,999</b>	<p><b>Requires one of the following:</b></p> <ol style="list-style-type: none"> <li>1. <b>Cooperative Contract Quote</b></li> <li>2. <b>Only Known Source Justification</b></li> <li>3. <b>Informal Bid Process administered by Purchasing.</b></li> </ol> <p><i>*Purchase Authority (final approval): City Manager has designated Finance Department Approval (Purchasing, Financial Planning and Finance Director)</i></p>
<b>Purchases \$25,000 and greater</b>	<p><b>Requires one of the following:</b></p> <ol style="list-style-type: none"> <li>1. <b>Cooperative Contract Quote</b></li> <li>2. <b>Only Known Source Justification</b></li> <li>3. <b>Formal Bid/RFP process</b></li> </ol> <p><b>*Purchase Authority (final approval): City Council</b></p>