

COMPARABLE SIZED COUNTY THRESHOLDS

WAKULLA COUNTY:

PROCUREMENT THRESHOLDS			
TIERS	PROCUREMENT REQUIREMENTS	THRESHOLD AMOUNTS	SIGNATURE AUTHORITY
Tier 1	Petty Cash	Not to exceed \$100.00	Department Director
Tier 2	Verbal Quotes	\$100.01 to \$1,500.00	Department Director
Tier 3	Written Quotes	\$1,500.01 to \$5,000.00	Department Director
<i>For procurements, not exceeding \$5,000.00 the purchasing card method is highly recommended with obtaining appropriate quotes.</i>			
Tier 4	Written Quotes	\$5,000.01 to \$10,000.00	County Administrator
Tier 5	Written Quotes	\$10,000.01 to \$25,000.00	County Administrator
Tier 6	Competitive Sealed Bids/Proposals	\$25,000.01 and up	Chairman

JACKSON COUNTY:

\$1.00 to \$499.99: Purchase without bid processing.

\$500.00 to \$1,499.99: Get two or more phone quotes.

\$1,500.00 to \$4,999.99: Get two written quotes.

\$5,000.00 and above: Use formal bid process.