



Purchasing Policy Amendment Recommendations 02.14.22

<u>Staff/Financial Oversight Committee Recommendations</u>	<u>Proposed Amendment</u>	
	<u>Section</u>	<u>Proposed Language</u>
Removal of Purchasing Card Policy from Purchasing Policy	Appendix B	Remove Procurement Card Policy
Removal of language associated with the procurement card	Section III - Purchasing Agent A. 23	Remove "Administer the use of the purchasing cards in compliance with the Purchasing Card policy which is attachedas Appendic B hereto and incorporated herein by reference. The use of all city issued purchasing cards shall be governed by the Purchasing Card Policy".
Increase to the amendment/change order amount from \$2,500 to \$25,000	Section IV - Procurement Process B. Purchase Orders and Contracts 7. (1) Purchasing Thresholds Matrix	"If a quoted price of a change order is more than \$25,000, it shall require additional requisition and approval from all necessary parties pursuant to the Purchasing Thresholds.
Addition of approval of Computer hardware/software purchases, marketing/media content to be approved by the Communications/IT Director	Section IV - Procurement Process. (1) Purchasing Threshold Matrix Appendix B: Purchase Requisition	Add "**** ALL COMPUTER SOFTWARE/HARDWARE AND MARKETING/MEDIA CONTENT MUST BE APPROVED BY THE COMMUNICATIONS/IT DIRECTOR". Add signature approval Communications/IT Director on Purchase Requisition
Clarification of language regarding completion of due diligence items prior to requesting a resolution from the City Council.	Section B.	"Prior to requesting a resolution from the City Council authorizing the City Manager to execute any and all closing documents to complete the purchase of the property.
Revisions to Table of Contents, revision to definition language for clarity	Table of Contents, definitions	renumbering, revised definition terms