

To: Finance Committee  
From: Mark Stevens  
Date: December 6, 2023  
RE: Purchasing Policy Update

I have made the following updates on the purchasing policy revision from the November 13 committee discussion:

- Replaced “bi-annual” (twice a year) with “biennial” (every two years) [Sections 2.0 & 3.1]
- Changed the “purchases less than \$1,000” tier to “less than \$2,000” [Sections 3.0, 3.1, 3.2] to be consistent with the expectations of competitive bidding [Section 2.0]
- Replaced first sentence in Credit Card Purchases [Section 4.6]
  - Former: The City maintains credit card accounts that may be used when it is impractical or inefficient to follow the normal payment process.
  - Replacement: The City recognizes the use of credit cards to be an appropriate and useful means of making payment for a variety of types of purchases (travel expenses, online purchases, time-sensitive).
- Tightened the ability of a department head to make emergency purchases without interaction from the mayor and/or finance director (Section 6.1)

Suggested change:

For emergency purchases, the Department Head should take the following steps:

- If an emergency purchase is needed, alert the Mayor and/or Finance Director and obtain approval prior to making the purchase.
- A purchase requisition form and a written explanation of the emergency must be prepared and forwarded to the Finance Director and Mayor within two working days after making the purchase.