

2605 Purchase Orders and Contracts.

(a) Purchase Orders. Every expenditure of public funds made pursuant to this Chapter, irrespective of the source, by the City shall require a purchase order, where the original template form of the purchase order shall be approved by the City Attorney; however, the following expenditures may not require a purchase order:

- (1) Individual purchases of materials, supplies, and equipment from one (1) vendor of less than \$1,000, in the aggregate, during a fiscal year.
- (2) Individual purchases made pursuant to CMC 2611(i)(11) through (18).
- (3) Notwithstanding the foregoing, the Purchasing Manager, in his or her sole discretion, may require the use of a purchase order.

(b) Written Contracts. The following shall govern the use of written contracts:

- (1) For purchases of any personal property, including materials, supplies and equipment:
 - (i) If the estimated value of an individual purchase is less than \$25,000 over a fiscal year or is a purchase made under CMC 2611(i)(6), (8), (12), (13), (14), and (17), then a separate written contract may not be required. However, the Purchasing Manager shall have the sole discretion to require the use of a separate written contract, in a form approved by the City Attorney, in addition to the purchase order requirement under subsection (a) of this Section.
 - (ii) If the estimated value of an individual purchase is \$25,000 or greater over a fiscal year, then a separate written contract, in a form approved by the City Attorney, shall be required in addition to the purchase order requirement under subsection (a) of this Section. However, the Purchasing Manager has the sole discretion to waive this requirement.
- (2) For purchases of any services:
 - (i) If the estimated cost of a service is less than \$5,000 over a fiscal year, then a separate written contract may not be required.

(ii) If the estimated cost of a service is \$5,000 or greater over a fiscal year, then a separate written contract, in a form approved by the City Attorney, shall be required in addition to the purchase order requirement under subsection (a) of this Section.

(iii) Notwithstanding the foregoing, the Purchasing Manager, in his or her sole discretion, may require the use of a separate written contract, in a form approved by the City Attorney, in addition to the purchase order requirement under subsection (a) of this Section. (Ord. 17-1609, § 2)