


# PROCUREMENT THRESHOLD MATRIX

Threshold Category	Procurement Method	Procurement Process Requirements	Initial Approval	Approval Documents	Final Approval
\$0.01 to \$100*	Petty Cash (*\$50 limit)	Walk-in Purchases, Informal Quote (verbal, email, fax, internet)	Supervisor	Petty Cash Form	Supervisor
	Check Request		Dept. Dir.	Check Request Form	Dept. Dir.
\$100.01 to \$5,000	Purchase Order	Does not require competition. One quote, verbal, email, fax, internet, point-of-purchase, is sufficient. DemandStar QuoteWire is recommended when practical.	Dept. Dir.	Purchase Requisition	Procurement Mgr.
	Check Request (Note 1)		Dept. Dir.	Check Request Form	Dept. Dir.
\$5000.01 to \$15,000 (Note 6)	Purchase Order	Minimum of 3 competitive written quotes (DemandStar QuoteWire is highly recommended), Quote Waiver (Note 3)	Dept. Dir.	Purchase Requisition	Procurement Mgr.
	Check Request (Note 1)		Dept. Dir.	Check Request Form	Dept. Dir.
\$15,000.01 to \$35,000 (Note 7)	Formal Competitive Solicitation [Issued by Procurement Div]	Invitation for Formal Quote (IFQ)	Dept. Dir.	Rec. for Award Form	City Manager
		Waiver of Competitive Solicitation (Note 3)		Rqst for Approval Form	
\$35,000.01 and Above (Note 7)	Formal Competitive Solicitation [Issued by Procurement Div]	Invitation for Bid (ITB) ; Request for Proposal (RFP)	Dept. Dir.	Rec. for Award Form	City Council
		Waiver of Competitive Solicitation (Note 3)		Rqst for Approval Form	
	Purchasing Card (Note 2)	Minimum of 3 written quotes for purchases over \$5,000 Waiver of Competitive Solicitation (Note 3)	Supervisor	SunTrust ESP/Copy Routing	Dept. Dir.

**NOTES:**

1. Certain categories only: travel, membership dues, subscriptions, seminar fees, instructor fees, and other pre-approved categories
2. Purchasing Cards: Increased dollar limits may be granted for special situations.
3. Waiver of Competitive Solicitation: Contracts competitively established by other gov. entities, sole source, purchases of surplus property, or emergency purchases.
4. Engineering Bidding: The solicitation and award of contracts involving public works or public construction and improvements shall be issued and administered by the engineering department.
5. Purchase Contract: Required for multi-year contracts. May be required for "piggybacking" contracts for goods or services.
6. If it is estimated that the expected cost of purchase may be close to the formal competitive threshold contact Procurement staff for assistance.
7. Prohibition against subdivision (Ord. No. 2014-32, § 7, 11-11-2014): No contract or purchase shall be subdivided to avoid formal solicitation requirements.