

ORDINANCE NO. 522

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING POLICIES FOR PURCHASING MATERIALS AND SUPPLIES, CONTRACTING FOR PROFESSIONAL SERVICES, AND AMENDING ORDINANCE NO. 94 TO INCREASE THE STAFF AUTHORITY LEVELS.

WHEREAS, the City Council wishes to amend purchasing policies for the City; and

WHEREAS, the City Council wishes to establish an orderly process for purchasing supplies, materials, and professional services, and to set staff purchasing authority levels commensurate with their responsibilities; and

WHEREAS, the purchasing authority of the City Manager and Staff, set forth in Ordinance No. 68 and amended in Ordinance 94 passed on May 20, 1996, should be amended accordingly; NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Purchasing Policies Amended. The Purchasing Policies of the City of University Place, are hereby adopted as set forth on Exhibit A to this Ordinance.

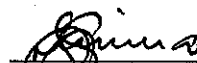
Section 2. Effective Date. This ordinance shall take effect five days after its publication.

PASSED BY THE CITY COUNCIL ON MAY 5, 2008.



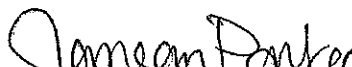
Linda Bird, Mayor

ATTEST:



Emelia Genetia, City Clerk

APPROVED AS TO FORM:



Jamean Parker, City Attorney

Date of Publication: 05/07/08

Effective Date: 05/12/08

EXHIBIT A

PURCHASING POLICY OF THE CITY OF UNIVERSITY PLACE

Materials, Professional Services, and Supplies purchased for the City of University Place will be approved at the staff authority levels, at the dollar limits shown, and in accordance with the requirements established below.

Dollar Level	Approval Level	Requirements
Over \$20,000 <u>\$30,000</u> or more + Contract	City Council	Written- <u>3 Formal Quotes or Proposals</u> <u>RFB</u>
\$10,000 <u>15,000</u> - \$20,000 <u>30,000*</u> + Contract/Letter of Agreement	City Manager	<u>3 Informal</u> Written Quotes <u>RFQ or RFP</u>
\$1,000 <u>2,500</u> - \$9,999 <u>14,999</u> Contract/Letter of Agreement	Department Directors or <u>Designee</u>	<u>3 Informal Quotes</u> Oral or Written Quotes
\$0 <u>501</u> - \$999 <u>2,499</u> Contract/Letter of Agreement/ <u>Credit Card/</u> Purchase Order	Unit Manager or <u>Designee</u>	Best Purchasing Practice <u>Informal Quotes Recommended</u>
\$0 - \$50 <u>500</u> Petty Cash/Credit Card Field Purchase Order	Unit Manager or Designee	Signed Receipt or Field Purchase Order

* When the City Manager determines that exergent circumstances require immediate action, the City Manager's purchase authority is increased from ~~\$20,000 to \$30,000~~ \$30,000 to \$40,000.