



Legislation Details (With Text)

File #: 15-0409 **Version:** 1 **Name:** P O Increase
Type: Ordinance **Status:** Adopted
File created: 9/23/2015 **In control:** City Council
On agenda: 10/8/2015 **Final action:** 12/10/2015
Title: Ordinance amending Crossville Municipal Code regarding purchase order limits
Sponsors: Finance Department
Indexes:
Code sections:
Attachments: 1. Over \$500 Items, 2. 5-604 ordinance

Date	Ver.	Action By	Action	Result
11/12/2015	1	City Council	approved on second reading	Pass
10/8/2015	1	City Council	approved on first reading	Pass
10/1/2015	1	Work Session	received and filed	

Ordinance amending Crossville Municipal Code regarding purchase order limits

SUMMARY: For many years, department heads have had the authority to request a purchase order for purchases up to \$500. This amount has been the same since 1999. The Finance Department has realized that it would help them if the amount was raised to \$1,000. Purchases exceeding \$1,000 would require a requisition, as it has been in the past.

A considerable number of items that are regularly purchased have increased in cost to the extent that they now require a requisition rather than a purchase order. A sample list is attached from the mechanics at the garage.

BUDGET ACCOUNT: none needed

NECESSARY COUNCIL ACTION: Pass an ordinance increasing the amount for purchase orders, without requisitions, from \$500 to \$1,000.