



Legislation Text

File #: 15-0409, **Version:** 1

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.