

# COUNCIL DECISION REQUEST

SUBJECT: Procurement Authorization

MEETING DATE: November 6, 2008

PAYSON GOAL: NEW:                      EXISTING:

ITEM NO.:

TENTATIVE SCHEDULE:

SUBMITTED BY: Debra A Galbraith

AMOUNT BUDGETED: \$0.00

SUBMITTAL TO AGENDA  
APPROVED BY TOWN MANAGER

EXPENDITURE REQUIRED: \$0.00

CONT. FUNDING REQUIRED: \$0.00

  
EXHIBITS (If Applicable, To Be Attached):

## POSSIBLE MOTION

- 1) I move to authorize staff to make purchases regardless of the amount that meet the following criteria:
  - a. The item was part of the adopted budget and was presented to the Council during budget deliberations;  
AND
  - b. There is no contract over \$25,000 involved (contracts over \$25,000 HAVE to come before the Council)
- OR
- 2) I move to leave procedures as they are where all expenditures over \$25,000 come to the Council for approval.

## SUMMARY OF THE BASIS FOR POSSIBLE MOTION:

It has been an unwritten procedure that all expenditures over \$25,000 come to the Council for approval before the purchase is made. This request will change that procedure allowing staff to make budgeted purchases over \$25,000 (not requiring a contract) without coming before Council. This will speed up the purchasing process.

The following should be noted:

- All purchases are checked against the available budget before purchase
- All items will have been discussed with Council during the initial budget deliberations
- Any item over \$25,000 requiring a contract will come to Council for approval
- Any item over \$10,000 not requiring a contract will be approved by the Town Manager

**PROS:** Will speed up the purchasing process and will reduce agenda items.

**CONS:** Council will not be aware of major purchases, other than through the monthly financial reports.

**PUBLIC INPUT (if any):**

**BOARD/COMMITTEE/COMMISSION ACTIONS/RECOMMENDATIONS (if any) (give dates and attach minutes):**

## FUNDING:

Account Number:

Title:

Amount: \$

Account Number:

Title:

Amount: \$

Total Cost: \$

CFO: \_\_\_\_\_ Date: \_\_\_\_\_

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