



FINANCE - PURCHASING

MEMO

To: Bert Lumbreras, City Manager
Michael Cosentino, City Attorney

FROM: Lynda Williams, Purchasing Manager

Via: Heather Hurlbert, Director of Finance *HH*

DATE: July 27, 2018

RE: Purchasing Policy Amendment – Delegation of Authority

Per the general authority of the City Manager, the City Manager may delegate the execution of contracts for goods and services up to \$49,999.99.

By the City Manager's delegation through the Purchasing Policy, the Purchasing Manager is responsible for managing and overseeing all purchasing related functions on behalf of the City. This amendment is intended to effectively streamline such functions of the Purchasing office.

The Amendment to Section 3 of the Purchasing Policy is as follows:

3. CONTRACTING AUTHORITY

CM delegates concurrent signature authority to execute, renew and/or amend contracts on behalf of the City are as follows:

Less than \$3,000	Department Director
\$3,000 to \$49,999.99	Purchasing Manager (or in the absence of the Purchasing Manager, Finance Director)
Over \$50,000.00	City Manager

I respectfully request your approval of this policy by signature below. Thank you for your consideration.

Approved:

Bert Lumbreras
City Manager

Michael Cosentino
City Attorney

Date

Date