

# Town of Emerald Isle

## Purchasing and Contracting Policy

### Policy Summary



<u>Action</u>	<u>Threshold</u>	<u>Final Approval Authority</u>
Request for Check - No P.O. Required	< \$1,000	Department Head
Purchase Order Required - Supplies, Equipment	\$1,000 - \$5,000 \$5,000 - \$90,000 > \$90,000	Finance Officer Town Manager Board of Commissioners
Competitive Price Quotes Required	> \$1,000	Finance Officer / Town Manager
Blanket Purchase Orders	All	Finance Officer
Use of Petty Cash	< \$25	Finance Officer
Town-Issued Credit Cards	All	Finance Officer
Specifications	< \$50,000 > \$50,000	Department Head Town Manager
Formal Bids Required - Supplies, Equipment	> \$90,000	Board of Commissioners
Formal Bids Required - Construction, Repairs	\$500,000	Board of Commissioners
MBE Requirements	\$500,000	Board of Commissioners
Use of "Piggyback" Exception Supplies, Equipment	> \$90,000	Board of Commissioners
Architect / Engineer / Surveyor Selection	Qualifications	Town Manager Board of Commissioners
Contracts for Services - Construction, Repairs, Consultants	< \$30,000 > \$30,000	Town Manager Board of Commissioners
Amendments to Contracts for Services - Construction, Repairs, Consultants	< \$20,000 > \$20,000	Town Manager Board of Commissioners
Liability / Workers Compensation Insurance All Contracts for Services	> \$1,000	Department Head
Real Property Purchases, Leases	All	Board of Commissioners
Disposal of Surplus Property - Personal	< \$5,000 > \$5,000	Town Manager Board of Commissioners
Disposal of Surplus Property - Real	All	Board of Commissioners