



CITY COUNCIL AGENDA ITEM

TO: Mayor & City Council **DATE:** July 28, 2010

FROM: John McDonough, City Manager

AGENDA ITEM: Policy Change to Purchasing Policy Manual

MEETING DATE: For Submission onto the August 3, 2010, City Council Regular Meeting Agenda

BACKGROUND INFORMATION: (Attach additional pages if necessary)

See attached:

Memorandum
Resolution

APPROVAL BY CITY MANAGER: JTM APPROVED

_____ NOT APPROVED

PLACED ON AGENDA FOR: 8/3/10

CITY ATTORNEY APPROVAL REQUIRED: () YES () NO

CITY ATTORNEY APPROVAL: SAM

REMARKS:

TO: John McDonough, City Manager

FROM: Amy Davis, Finance Director

DATE: July 27, 2010 for Submission on August 3, 2010 City Council Agenda

ITEM: Policy Change to Purchasing Policy Manual

Background:

The current policy limit for a single purchase is \$500, which is generally insufficient to make routine operating purchases. By increasing this single purchase limit to \$2,500 and increasing the monthly purchasing card limit to \$5,000 will allow departments to operate more efficiently and reduce the workload of the accounting and purchasing staff.

Discussion:

The current limits are insufficient to accommodate routine purchases. This increased limit will accommodate the use of purchasing cards for such things as travel and training and necessary supplies and equipment needed for operations. Beyond the \$2,500 increased limit quotes will be required and purchase orders will be necessary.

Recommendation:

It is recommended that the single purchase limit in our purchasing policy be changed to \$2,500 and the monthly purchasing card total limit be increased to \$5,000 for all Department Heads or their designees. All other sections of the purchasing policy would remain unchanged.

Finance

STATE OF GEORGIA
COUNTY OF FULTON

A RESOLUTION TO AUTHORIZE AMENDING THE PURCHASING POLICY OF THE CITY OF SANDY SPRINGS

WHEREAS, The current single purchase limit for Department Heads or their designees is \$500.

WHEREAS, the current monthly limit for purchasing card transactions is \$2,000.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA

That they do hereby authorize the Finance Department to increase single purchase limit to \$2,500 for Department Heads or their designees.

That they do hereby authorize the Finance Department to increase monthly purchasing card limit to \$5,000.

RESOLVED this 3rd day of August, 2010.

Approved:

Eva Galambos, Mayor

Attest:

Michael Casey, City Clerk