

City of Eau Claire Purchasing Quick Reference Guide

Revised 9/18/18

Routine Purchases	Purchase Method	Departments May Obtain Quotes (1)	Requisition Required	PO Issued (Purchasing Approval)	Finance & Council Approval (2)
≤ \$500	P-Card	Yes	No	No	No
\$500-\$9,999	Purchase Order, P-Card, Verbal Quotes allowed, Vendor Contact Name, Phone #, Address are required on quote	Yes	Using P.O.—requisition IS required Using P-card—requisition is NOT required	Yes—P.O. No—P-Card	No
\$10K-\$29,999	Written Quotes Required	w/Purchasing Approval (some)	Yes	Yes	No
≥ \$30,000	Quotes, Sealed Bidding or Proposals	No	Yes	Yes	No
≥ \$100,000 (*Note)	Formal Procurement Process	NO	YES	YES	> \$250,000

***Note:** ≥ \$25,000 for Construction/Public Works Contracts—formal bid required.

P-Cards are intended for low dollar purchases and the Department is responsible to use care in selecting vendors, products and prices.

- (1) Departments that obtain quotes must follow Purchase Guidelines and City Ordinances.
- (2) The Purchasing Department will continue to assist with procurements at any dollar level if the department desires.
- (3) Purchases less than \$30,000 may require Finance/Council approval if there is a dispute or unusual situation.
- (4) Departments are cautioned not to split orders to circumvent purchasing limits.
- (5) The total cost over the term of the agreement is the amount applied to the threshold. (i.e. \$25,000 x 5 years = \$125,000)

Emergency P.O.'s	Approval Required				
< \$2,500	Next Level Supervisor/Dept. Director	Yes	Yes	Yes	No
< \$30,000 (*Note)	Department Director	Yes	Yes	Yes	No
> \$30,000	Purchasing Manager & City Manager	Yes	Yes	Yes	Yes

***Note:** < \$25,000 for Construction/Public Works Contracts

Emergency Purchase Orders are intended for emergency situations and require noted approval at time of request.

Department to provide the following information: 1.) Nature of the emergency, 2.) General description of the item (s) to be purchased, 3.) Estimated Cost, 4.) Account number, 5.) Departments responsible to obtain funding for the emergency purchase, 6.) Addendums to the original purchase order or contract that increase the total to > \$30,000 require approval from the Purchasing Manager.