

Clarification of Approval Authority
August 31, 2011

Process	>\$50k	<\$50k but >\$7,500	<\$7,500 but >\$1000	<\$1000
Contract Signature* Purchase Contract (3.85.080(a)) Professional Svcs (3.16.065(b)) Grants (3.85.080(a))? Interlocal Agmts (3.16.065(a))	CMO CMO CMO CMO/Finance Dir.	Director Director Director Director	Director Director Director Director	Director Director Director Director
Purchase Orders (KMC 3.85) Purchases of materials, equipment, supplies and contractual services	CMO/Finance Dir. Unless Formal Process (e.g. cooperative purch)	Director	Manager Responsible for Budget	Supervisor/AA** Responsible for Budget
Authorization to Pay/Recurring Progress payments on existing obligations, monthly/quarterly invoices w/multiple accounts, training, dues, subscriptions, etc.	CMO Unless Existing Obligation	Director Unless Existing Obligation	Manager Responsible for Budget Unless Existing Obligation	Supervisor/AA Responsible for Budget
Costco	Maximum purchase \$7,500 – subject to same rules as purchase orders.			
P-Cards	Not applicable	Director sign-off monthly on department statement	Applicable limits apply to individual transactions	Applicable limits apply to individual transactions
Immediate Pay Claim For Expenses	Department Director and Finance Director or Accounting Manager sign off on all			
Petty Cash Not to be used for reimbursement of business expenses such as meals and mileage	Only up to \$50 - must be signed by Supervisor or above			

*ALL originals must be filed with the City Clerks Office.

**Administrative Assistants

Director cannot delegate approval authority unless specifically granted