

RESOLUTION NO. 2018-03

A RESOLUTION MAKING CERTAIN AMENDMENTS TO THE PURCHASING POLICY OF THE CITY OF WASHINGTON, KANSAS.

WHEREAS, the governing body of the City of Washington, Kansas desires to make certain amendments to the Purchasing Policy of the City of Washington, Kansas with respect to amounts of purchases and the required methods of purchase.

NOW THEREFORE BE IT RESOLVED, by the governing body of the City of Washington, Kansas that the Purchasing Policy shall be amended as follows:

Section 1. That under Source Selection and Contract Information of the Purchasing Policy, the Ranges of Amounts of Purchase shall be amended as follows:

\$0-\$200

\$201-\$5000.00

\$5001.00 or more

Section 2. That purchase methods and authority for approval for the amended ranges of amounts of purchase shall remain the same, to reflect the following:

\$0-\$200, Purchase Order with Authority from the Department Head or his/her designee

\$201-\$5000.00, Purchase Order with minimum of two quotes, with authority from the City Administrator or the City Administrator's designee

\$5001.00 or more, Formal competitive advertised bid invitation with authority from the City Council

Section 3. The remaining provisions of the Purchasing Policy, other than the amended ranges of purchases, shall remain the same.

Section 4. This Resolution shall become effective and shall be in full force from and after its adoption by the governing body of the City of Washington.

ADOPTED AND APPROVED by the governing body of the City of Washington, Kansas this 2nd day of April, 2018.

Ryan W. Kern, Mayor

ATTEST:

Denise M. Powell, City Clerk