

PROCEDURE AMOUNT	COMPETITIVE BID	ADVERTISEMENT	WARRANT	BOARD APPROVAL
\$.01 - \$4999.99	NO	NO	YES 1	NO
\$5000.00 – \$24,999.99	YES 2	NO	YES	YES
\$25,000 +	YES 3	YES 4	YES	YES

1 – For amounts under \$199.99, petty cash can be used following petty cash procedures.

2 – Competitive bid consists of at least three (3) telephone or written quotations

3 – Written competitive bids required

4 – Advertising required for a minimum of 13 days prior to bid opening in local and trade publication of general circulation.

Subject:

**Goods and Services
Procurement Procedures**

Number: 10-05

Approved: 8/13/02