

Purchasing Dollar Limits & Quotes Matrix							
Steps	up to \$500	\$501 to \$2500	\$2501 to \$7500	MPA CPA	\$7501 and above (non construction)	\$15,001 and above (construction)	MPA CPA
	Telephone Quote	2-3 Telephone Quotes	3 Written Quotes	up to \$7,500	Public Bid	Public Bid	Over \$7,500
1	Retain in Dept/complete Purchase requisition	Retain in Dept/complete Purchase requisition	Forward w/completed Purchase Req or specs to Purchasing	Follow guidelines on state site or agreement	(forward specs, delivery date, prebid sheet to PA)	(forward specs, schedule, prebid sheet to PA)	Follow guidelines on state site or agreement
2	Complete Purchase Requisition <b>OR USE P-CARD IF AUTHORIZED.</b>	Complete Purchase Requisition	Complete Purchase Requisition	Complete Purchase Requisition fwd quotes if applicable	Complete Purchase Requisition if not in budget get resolution approved by TC reference resolution # on PR	Complete Purchase Requisition if not in budget get resolution approved by TC reference resolution # on PR	Complete Purchase Requisition fwd quotes if not in budget get resolution approved by TC reference resolution # on PR
3	After receipt of PO contact vendor to place order	After receipt of PO contact vendor to place order	After receipt of PO contact vendor to place order	After receipt of PO contact vendor to place order	After receipt of PO contact vendor to place order	After receipt of PO and Contract from Purchasing Agent contact vendor to place order	After receipt of PO contact vendor to place order
4	Upon receipt of good/services forward PO to AP for pmt	Upon receipt of good/services forward PO to AP for pmt	Upon receipt of good/services forward PO to AP for pmt	Upon receipt of good/services forward PO to AP for pmt	Upon receipt of good/services forward PO to AP for pmt	Upon receipt of good/services forward PO to AP for pmt	Upon receipt of good/services forward PO to AP for pmt
Sole Source & Emergency Purchases							
5		Single/ Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.	Single/ Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.	Single/ Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.	Single/ Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.	Single/ Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.	Single/ Sole/ Proprietary Source/Emergency - Justification FORM must be attached to REQ.
REV 4/30/2019	<b>NOTES :</b>						
	1 Suppliers must be told by the buyer to include the <b>Purchase Order number on their invoices</b>						
	2 Most Services/Consulting require the Purchasing Agent to issue a <b>Westerly Contract</b> to the Contractor/Consultant.						
	3 <b>ALL BLANKET ORDERS</b> MUST have <b>Unit Prices</b> established that were <u>competitively bid</u> .						
	4 <b>RESOLUTIONS</b> - Per Step 2, if a purchase is over \$7,500 and is NOT in the departments approved budget, it must go to Town Council for approval.						