

## PROCUREMENT QUICK REFERENCE CARD

Total Purchase Request	Petty Cash	PCard	Purchase Order	Written Quotes	Formal Bidding Process	HUB Required	Dept Head / Designee Approval	City Manager Approval	City Council Approval
\$0.01 to \$99.99	Yes	Yes	Yes	Recommended	No	No	Required	Subject to Annual Appropriations	Subject to Annual Appropriations
\$100.00 to \$999.99	No	Yes	Yes	Recommended	No	No	Required	Subject to Annual Appropriations	Subject to Annual Appropriations
\$1,000.00 to \$4,999.99	No	Yes	Yes	Recommended	No	Yes over \$3,000.00	Required	Subject to Annual Appropriations	Subject to Annual Appropriations
\$5,000.00 to \$49,999.99	No	No	Required	Minimum 3 Written Quotes Required	No	Yes	Dept Head Approval Required	Subject to Annual Appropriations	Subject to Annual Appropriations
\$50,000.00 or Greater	No	No	Required	Formal Bidding Required*	Yes *	Yes	Dept Head Approval Required	Required	Required

\* Unless exempt from Formal Bidding Process - see Texas Local Government Code Section 252.022 for exemptions.