



PURCHASING PROCESS

1. ARIBA Vendor

• City on-line purchasing system

2. City Central Stores

• City warehouse - ordering/billing via SAP

3. Existing Purchase Orders (PO)

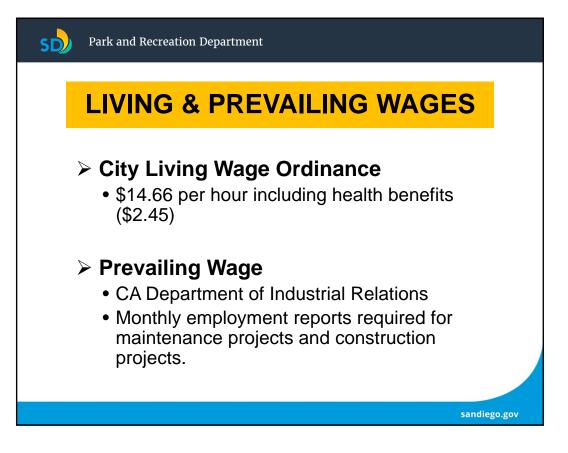
• Department sets-up routine PO's at the beginning of each year.

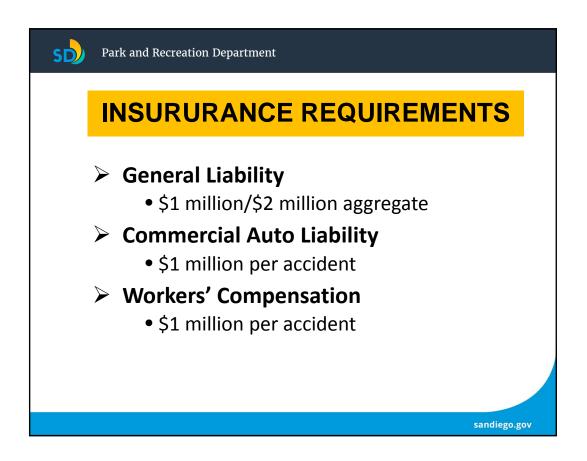
4. Procurement Card

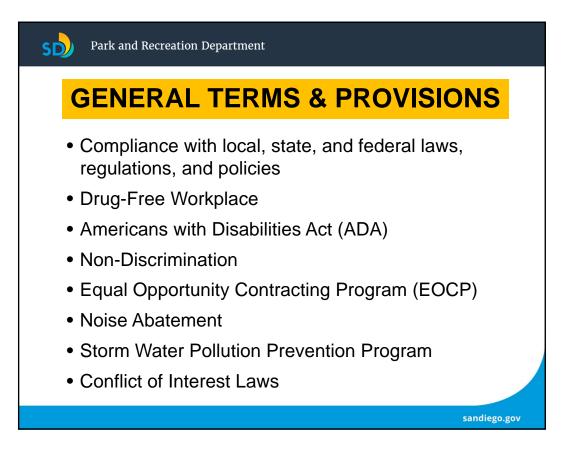
• No services. No supplies that are under contract

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COMPETITI SDMC 2		
Contract Amount	Number of Quotes Required	
\$25,000 and under	1	
\$25,001- \$49,999	2	
\$50,001 - \$149,999	5	
\$150,000 and over	Formal Bid Process	
Contracts over \$3 million require City	Council Approval.	
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