

Jun.
10-20-14

14-2176

ORDINANCE

An Ordinance to amend Section 3.460 of Manitowoc Municipal Code regarding the City's purchasing policy.

The Mayor and Common Council of the City of Manitowoc do ordain as follows:

Section 1. Section 3.460(4) is amended to read as follows:

~~“3.460 Finance Director. (4) Purchasing Agent. The Finance Director shall act as the Purchasing Agent Director for the City. The Finance Director is empowered to ensure all City purchases comply with both the City budget and the City Guidebook for Purchasing, Budget, and Accounting Policies, as amended from time to time. All City purchases must be made through the office of the Finance Director. Purchases of items costing \$500.00 or less, or emergency purchases, may be made by the Purchasing Agent without Common Council or committee approval. All purchases more than \$500.00 and less than \$5,000 may be made by the Purchasing Agent on the approval of the respective Council committee authorizing such purchase, provided the money for such purchase has been placed in the budget.~~

~~The Purchasing Agent must, wherever feasible, get competitive prices on all purchases and orders for the same should be placed with the lowest bidder.~~

~~No other City official, City employee, department head or Council committee is authorized to make any purchases in any amount whatsoever. Instead, a written requisition must be sent to the Purchasing Agent for any purchase.”~~

Section 2. This Ordinance shall take effect on the day after its publication.

OCT 20 2014

Introduced _____

Adopted _____

Approved _____

Justin M. Nickels, Mayor

This ordinance was drafted by Kathleen M. McDaniel, City Attorney