

3.1. Procurement Categories: Summary and Signature Authority.

A. Unless otherwise authorized in this policy, the following procurement thresholds and procedures are hereby established to govern the procurement of Goods and Services. Additionally, the authority for approving purchases within the established thresholds set forth below is hereby delegated to the persons with designated approval authority.

PROCUREMENT THRESHOLDS			
TIERS	PROCUREMENT REQUIREMENTS	THRESHOLD AMOUNTS	APPROVAL AUTHORITY
Tier 1	Petty Cash	Not to exceed \$499.99 1000	Treasurer, Chair, General Manager, or other person designated by the Board
Tier 2	Written Quotes 2	\$500.00 to \$999.99 1000 to 1999.99	Treasurer, Chair, or General Manager or other person designated by the Board
Tier 3	Written Quotes 3	\$1,000.00 to \$19,999.99 2000	Board
Tier 4	Competitive Sealed Bids/Proposals	\$20,000.00 and up	Board

B. The calculation of the threshold amount for approval authority purposes is based on the total cost for the original period of the award. The cost for optional renewals or extensions is not included when calculating the threshold amount.

C. If a Contract amendment or a change order results in a purchase qualifying in a higher tier, that Contract amendment or change order must be approved by the approval authority for the higher tier.

D. Splitting purchases to avoid obtaining quotations or Competitive Procurement is prohibited. Purchase orders or Contracts that are split to circumvent the requirements of this Ordinance are considered unauthorized purchases and are prohibited. Any Purchase Order or Contract made contrary to the provisions herein through Splitting is an ultra vires act, shall not be approved, and the TCAA shall not be bound thereby.

E. All Competitive Procurements are to be prepared by the General Manager or his/her Designee in conjunction with the Board and the TCAA Attorney, who will provide input on the scope of the Goods and/or Services needed, the legal ads, dates, opening, and other pertinent information as may be required.

F. Except as herein provided, it is a violation of Board policy for any officer, employee, or agent of the Board to order the purchase of any Goods or Services or to make any Contract within the purview of this policy other than through the guidelines established in this Ordinance. Any Purchase Order or Contract made contrary to the provisions herein is an ultra vires act, shall not be approved, and the TCAA shall not be bound thereby.