

**PURCHASING EXHIBIT***Methods Of Competition To Be Used For Non-Bid Procurements*

	Discretion of the Purchasing Department	Discretion of Purch. Dept. with approval from the Assistant Superintendent of Business/Finance	At least 3 phone or Written Quotes	Written Quotes	RFP *	Other
<b>Purchase Contracts up to \$20,000</b>						
<b>\$1 - \$5,000</b>	x					
<b>\$5,001 - \$10,000</b>		x				
<b>\$10,001 - \$20,000</b>			x			
<b>Public Work Contracts up to \$ 35,000</b>						
<b>\$1 - \$3,500</b>	x					
<b>\$3,501 - \$ 7,000</b>		x				
<b>\$ 7,001 - \$ 20,000</b>			x			
<b>\$20,001 - \$34,999</b>				x		
Emergencies						x
Insurance				x		
Professional Services					x	
Leases of Personal Property						x
Second-Hand Equipment from Other Governments						x
Certain Food & Milk Purchases						x
Certain Municipal Hospital Purchases						x
Sole Source (patented or monopoly item)						x

\*RFP: Request for Proposal

Adoption date: June 12, 2001  
Revised date: December 14, 2010