

Amount	Procurement Method	Authorization
Equal To or Less Than \$2,500	Purchasing Card (P-Card), Request for Check	Department Manager
Equal To or Less Than \$2,500 -\$5,000	Purchasing Card (P-Card) Request for Check Purchase Order <i>Verbal Quotes Recommended</i>	Department Manager, Purchasing Manager (Purchasing Manger to approve POs only)
Greater Than \$2,500 \$5,000 But Less Than \$10,000 \$25,000	Purchase Order Purchasing Card (P-Card) 3 verbal written quotes required	Department Director, Purchasing Manager
Greater Than or Equal to \$10,000 \$25,000 but less than \$25,000 -\$65,000	Purchase Order* 3 written quotes required	Department Director, Purchasing Manager, Director of OFMB, Village Manager
Greater Than or Equal to \$25,000 \$65,000	Purchase Order* ITB ,RFP, RFQ, RLI or other Competitive Solicitation payment may be by Purchasing Card (P-Card)	Department Director, Purchasing Manager, Director of OFMB, Village Manager, Council

*Payment may be made via Purchasing Card (P-Card) once PO is issued