

Sec. 6-145. - Responsibilities and authority.

- (a) *General.* Except as otherwise provided herein, the purchasing and contracts manager shall have responsibility for the general supervision of the purchasing and contracts division and shall perform all duties required and shall act as the principal public purchasing officer for the city, responsible for the procurement of supplies, services and construction in accordance with this article, as well as the disposal of excess equipment or supplies.
- (b) *Responsibilities and authority.*
  - (1) All purchases of goods and services shall be processed through the purchasing and contracts division. The purchasing and contracts manager is hereby authorized to promulgate procedures for the requisitioning of supplies and services.
  - (2) For all purchases, the financial services department shall verify that the purchase request has sufficient unencumbered funds to cover the purchase, or that a budget amendment or transfer is in process for approval by the city manager or designee.
  - (3) The purchasing and contracts manager shall have the authority to approve and execute all procurement-related purchase orders, contracts, contract amendments and contract renewals in the amount of twenty-five thousand dollars (\$25,000.00) or less.
  - (4) The city manager or designee shall have the authority to approve and execute all procurement-related purchase orders, contracts, contract amendments and contract renewals up to and equal to the amount of the threshold for purchasing Category Three, as defined in the F.S. § 287.017 or less.
  - (5) The mayor shall have the authority to execute all procurement-related, contracts, contract amendments and contract renewals in excess of the threshold for purchasing Category Three, as defined in the F.S. § 287.017(3) after city commission approval. Such execution shall be attested to by the city manager. Execution of short term leases and other procurement-related purchase orders, contract amendments and contract renewals in excess of the threshold for purchasing Category Three shall be instruments delegated to the city manager or designee for execution.

(Ord. No. O-2012-07, § 2, 3-14-12)