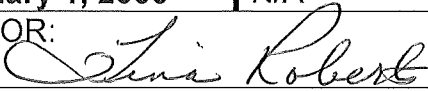
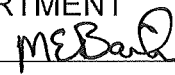



CITY OF LYNNWOOD
POLICY/PROCEDURES

TITLE Purchasing Signature Authorities		NUMBER P00-04
EFFECTIVE DATE January 1, 2000	SUPERSEDES N/A	PAGES 2
MAYOR: 	DEPARTMENT HEAD 	PURCHASING MANAGER 

LMC: 2.92.010 (Authorization)
RCW: NA

PURPOSE: Delegate authority to enter into contracts and authorize purchases and acquisitions on behalf of the City, with controlled authority and responsibility consistent with the dollar values of the purchase. This policy applies to all City departments.

POLICY STATEMENT: The City establishes signature authorities for purchases and contracts, to promote responsible and prompt procurement of necessary and routine items, to protect the City, to insure proper and appropriate acquisitions, and to insure purchases are consistent with City interests.

Purchase orders, requisitions, and contract actions shall not be released to suppliers without the required approvals and signatures. Personnel responsible for conducting signature reviews shall ensure that appropriate procedures have been utilized before authorizing the acquisition.

The City delegates signature authority, with special and/or high-dollar values having the highest authority requirements for signature, and lesser, routine items having lower organizational levels of approval authority.

In all cases, established ordinance and/or policies must be adhered to as a condition of authorizing the acquisition. Proper documentation must be maintained and available to support method of selection consistent with both City policy and Lynnwood Municipal Code.

The signature requirements stated herein may be additionally delegated on a temporary or permanent basis, to managers or supervisors as assigned. Such delegation shall be provided in writing, specifying the duration of the delegation.

Requisition Signatures

All requisitions require Department Head signatures, except as delegated by the Department Head in writing to managers or supervisors within the department.

Both Department Head and Mayor signature are required for Requisitions that exceed Council authorization levels as defined in 2.92.010 (below).

Travel or training requisitions require mayoral signature.

Contract Forms and Change Orders

The Mayor and the Finance Director shall sign all contracts that enter a financial value.

Interlocal agreements and other purchasing forms that carry no financial obligation on behalf of the City may be signed directly by the Purchasing Manager.

Original Contract forms, templates and changes to the contract forms must be approved by the City Attorney. Once approved, unaltered forms may be used without further attorney review or signature.

Contracts of unusual form shall be reviewed and/or signed by the City Attorney. Department Heads may also request signature by the City Attorney, at the choice of the Department Head.

Change Orders that are less than Council authorization requirements may be signed by the City Purchasing Manager, Finance Director or City Public Works Director, or others as directed by the contract.

Purchase Orders

The City Purchasing Manager shall sign all Purchase Orders.

Ordinance Council Authorization Levels:

\$35,000	Equipment, supplies
\$5,000	Professional services
\$10,000	Routine services
\$35,000	Public Works multiple trades
\$20,000	Public Works one trade
\$10,000	Lease Agreements
\$10,000	Sale of Surplus Property