

Introduced: Ms. Mach
1st Reading: February 13, 2006
Passed: February 27, 2006
Posted: February 28, 2006
Effective: March 9, 2006

ORDINANCE NUMBER 1265

AN ORDINANCE TO AMEND CHAPTER 2, "ADMINISTRATION," OF THE GREENBELT CITY CODE IN ORDER TO REVISE SECTIONS 2-41 AND 2-42 FOR THE PURPOSE OF INCREASING THE MAXIMUM AMOUNT FOR MINOR PURCHASES

WHEREAS, the last increase to the maximum amount for minor purchases was approved by the City Council in 1994; and

WHEREAS, the City staff has recommended increasing the threshold for purchases requiring a written purchase order from \$500 to \$1,000; and

WHEREAS, in a work session on January 31, 2006, the City Council considered staff's recommendation. NOW, THEREFORE,

BE IT ORDAINED by the Council of the City of Greenbelt, Maryland, that Chapter 2 of the City Code be amended to read as follows:

Chapter 2

ADMINISTRATION

* * * * *

ARTICLE II. FINANCIAL AFFAIRS

* * * * *

DIVISION 2. PURCHASING PROCEDURES

* * * * *

Sec. 2-41. Purchase order forms and verification of funds for purchases over five hundred dollars.

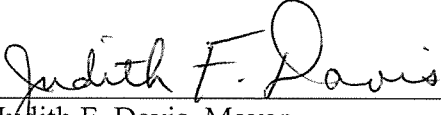
All purchases estimated to be ~~in excess of five hundred~~ one thousand dollars (~~\$500.00~~1,000) or more shall be made by the purchasing agent on a written purchase order form. Prior to making any such purchase, the purchasing agent shall obtain from the finance department a verification of the availability of appropriated funds for the purchase and that funds have been encumbered for the amount of the estimated purchase.

Sec. 2-42. Procedures for minor purchases.

The city manager may establish by administrative regulation simplified procedures for the purchase by departments of supplies and services costing less than five hundred one thousand dollars (\$~~500.00~~1,000). Such procedures may provide for the authorizing of such purchases to be made at the departmental level without prior approval of the purchasing agent. Whenever purchases are authorized at the departmental level, it shall be the responsibility of the authorizing individual to ascertain that the purchase made shall not exceed the balance remaining of an appropriation and that the purchase is made in the manner prescribed in Section 2-40.

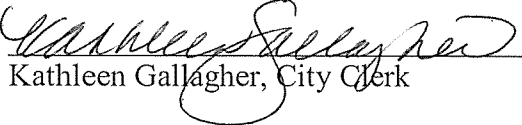
* * * * *

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of February 27, 2006.



Judith F. Davis, Mayor

ATTEST:



Kathleen Gallagher, City Clerk

Key:

Underscoring indicates language added to existing law.

~~Overstriking~~ indicates language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.