

City of Austin

Employee ID _____

Vendor Code _____
(employee if reimbursement, vendor if payment)

Department Contact _____

Phone _____

Explanation of Charges

All original receipts and back-up documentation must be attached.

Date	Type & Location of Event	Event Participants & Business Relationship or Titles	Business Purpose of Expenditure	Amount
Total				

***All columns must be completed to ensure processing. Attach additional copies of form if necessary.**

CERTIFICATION:

I certify that the above listed charges are true, correct, and unpaid.

Date _____

Date _____



Operating Policies and Procedures Manual

Purchasing at a Glance

The following dollar limits generally apply for City Purchases.

From	To	Method	Advantage3 Document	Approval	Notes
\$0.01	Budget / Contract Limit	Release Against Master Agreement	DO	Department	DO releases against a pre-approved contract that resulted from a requisition. Since approval was already granted, any release may obligate all the funds available to the contract, limited only by the contract limit and/or the budget accounting distribution(s) used.
\$0.01	\$150.00	Petty Cash	None	Department	Purchase made based on a single bid; may be done as reimbursement to employee.
\$0.01	\$150.00	Request For Check (GAX)	GAX	Department	Normally limited to \$150; may be done as reimbursement to employee. GAX may be used for amounts greater than \$150 for specifically granted exceptions. To view the list of exceptions, click HERE .
\$0.01	\$2,500.00	Purchasing Credit Card	None	Department	To find out more, click HERE .
\$0.01	\$2,500.00	Departmental Purchase Order	PO	Department	Purchase made based on a single bid.
\$2,500.01	\$5,000.00	Departmental Purchase Order	PO	Department	Purchase made by Department based on three bids.

City of Austin FSD Purchasing Office



\$5,000.01	\$50,000.00	Central Purchase Order or Master Agreement	RQM >>MA RQS>>CT	Department/ Central Buyer	Department or Central Buyer may conduct an informal solicitation - Request For Quotations (RFQ); Central Buyer reviews and makes award; one time purchases are done with Central Purchase Order (CT); recurring requirements are placed on Master Agreements (MA). 3 Bids
\$50,000.01	\$56000.00 (FY 2013)	Central Purchase Order or Master Agreement	RQM >>MA RQS>>CT	Purchasing Officer or Designee	Central Buyer conducts formal (advertised) solicitation, either Invitation For Bid (IFB), Invitation for Bid Best Value (IFB-BV), Request for Qualifications (RFQS) or Request For Proposals (RFP); one time purchases are done with Central Purchase Order (CT); recurring requirements are placed on Master Agreements (MA).
\$56000.01 (FY 2013)	Approval	Central Purchase Order or Master Agreement	RQM >>MA RQS>>CT	City Council	Central Buyer conducts formal (advertised) solicitation, either Invitation For Bid (IFB) or Request For Proposals (RFP); results are submitted to the City Council for award by means of a Request for Council Action (RCA). One time purchases are done with Central Purchase Order (CT); recurring requirements are placed on Master Agreements (MA).