



Purchasing Thresholds

	Current City of Key West			Proposed City of Key West
\$500.00 or Less	One Written Quote Department Director Approval Purchasing Specialist Approval Finance Director Approval		\$1,000.00 or Less	One Written Quote Department Director Approval Purchasing Agent Approval
\$500.01-\$1,000.00	Two Written Quotes Department Director Approval Purchasing Specialist Approval Finance Director Approval		\$1,000.01-\$5,000.00	Two Written Quotes Department Director Approval Purchasing Agent Approval Finance Director Approval
\$1,000.01-\$10,000.00	Three written Quotes Department Director Approval Purchasing Specialist Approval Finance Director Approval		\$5,000.01-\$50,000.00	Three written Quotes Department Director Approval Purchasing Agent Approval Finance Director Approval
\$10,000.01-\$20,000.00	Formal Request for Quotes Three Formal Written Quotes/Responses Department Director Approval Purchasing Specialist Approval Finance Director Approval			
\$20,000.01 or Greater	Formal Bid Process per Sec 2-796 and 2-826 through 2-844 Department Director Approval Purchasing Specialist Approval Finance Director Approval City Commission Approval		\$50,000.01 or Greater	Formal Bid Process per Sec 2-796 and 2-826 through 2-844 Department Director Approval Purchasing Agent Approval Finance Director Approval City Commission Approval

*The Central Purchasing Specialist shall submit a quarterly report to the City Commission documenting purchases greater then \$20,000.00 but no more than \$50,000.00