

a. City Purchases

iii. The responsibility for purchases shall be set as follows:

1. Any budgeted purchases up to \$1,000 can be made by the City Administrator/Clerk, Police Chief, Public Works Superintendent, and Ambulance Service Director without prior approval.
2. Any budgeted purchases between \$1,000 and \$2,500 can be made by first obtaining approval by the City Administrator/Clerk.
3. Any budgeted purchase over \$2,501, and any unbudgeted purchase, must have Council approval prior to the purchase being made.