

# 1st Class Cities in Kansas

*\*research credit to City of Manhattan*

Community	Form of government	Dept. head authority	Manager/Admin Purchasing Authority	Other comments	Population
City of Hays	Manager	\$1,500	\$15,000	The department head purchases from \$501-\$1500 are reviewed by the purchasing agent and finance director. Everything over up to \$15,000 is reviewed by the city manager. Anything greater than \$15,000 requires a sealed bid and goes to City Commission (Unless sealed bids are deemed not practical or reasonable). There is an emergency provision.	20,510
City of Emporia	Manager	\$1,000	\$10,000 unless a purchase over is deemed to be in the best interest of the city and cannot wait.	Normal purchases \$1,000 or more must be approved by City Manager's Office. Have an emergency clause that will allow all employees to spend more. Have a purchasing officer that assists departments plan and execute purchases.	24,916
City of Garden City	Manager	\$5,000 verbal \$30,000 with quotes	\$50,000	Department heads are verbal up to \$5,000 and written quotes up to \$30,000 (email from finance director). Need commission approval for everything over \$50,000. Have a "sole source of supply" provision and emergency provision where they do not need quotes or bids.	26,658
City of Hutchinson	Manager	\$2,500	\$2,500	Manager was not mentioned in purchasing policy as having any extra purchasing authority other than what a supervisor would have.	41,889
Salina	Manager	\$20,000 (delegated from City Manager)	\$20,000	Regular and Routine purchases over \$20,000 may not be included. For instance, water department purchases over \$20K in chemicals without commission approval.	47,707

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City of Lenexa	Administrator	\$5,000 for operating, \$50,000 for CIP	\$50,000	\$50,000 for all items. City administrator has delegated the authority to management team members to execute contracts not exceeding \$10,000.	48,190
City of Manhattan	Manager	\$5,000	\$20,000	There is an emergency provision that the manager can approve for purchases greater than \$20k w/o commission approval or quotes. Department heads can also make regular purchases up to \$20,000 with quotes	56,000

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Lawrence (current)	Manager	Must go through purchasing office/approved by City Manager for costs over \$1,000 and under \$15,000.	Approves all requests from Purchasing Officers (PO). Must go to Commission with requests over \$15,000. Commission can delegate the 15K approval to administration.	Department heads required to obtain 3 quotes for items/services over \$1000 except in construction/contracting when purchases are under \$2500. Finance director/PO	87,643
Douglas County	County Mgr	\$5,000	\$20,000		102,914
Olathe	Manager	\$25,000. \$25,000 - \$50,000 requires approval of City Manager	\$50,000	Purchases above \$5,000 require purchase requests forms. Under \$5K needs no approval.	125,872

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Topeka	Manager		Unlimited if authorized by budget or otherwise required by State law	Small dollar purchases authorized for \$2000 or less with a P-Card. Purchases less than \$5000 follow an informal solicitation of competitive bids by requesting department. All purchases in excess of \$5000 but not more than \$50,000 are considered informal bid events and are posted for a minimum of 3 days on the City's e-procurement website and at City Hall. Purchases or RFPs in excess of \$50,000 are considered formal bid events and are posted a minimum of 10 days on the City's e-procurement website and at City Hall. Policy includes non-competitive purchases for emergencies or sole source.	127,679
Wyandotte Unified	County Admin.	\$10,000 for routine, day-to-day expenditures. Subject to cash basis law	\$10,000-\$50,000. Cannot impact operations or present immediate health/safety concern.	County Admin can exceed \$50,000 for emergencies, health and safety concerns, new capital projects, legal settlements, property acquisition, sustaining ongoing govt ops. "Visa Card Program" (credit) allows maximum of \$2,000 for transaction, \$5,000 monthly total.	160,384

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City of Wichita	Manager	Must go through purchasing office.	\$50,000	City Council must approve all expenditures over \$50,000. "The city purchasing manger shall purchas all supplies, equipment and materials for the city and every department thereof, and shall keep a true and accurate account of all purchases so made. Further, the purchasing manager shall have the authority to enter into contracts and agreements for supplies, services, materials and equipment where the contract sum does not exceed \$50,000. The purchasing manager shall have the additional authority to enter into contracts and agreements as shall be specifically granted by the governing body. So, all purchasing must go through the purchasing office.	382,368
Sedgwick County	Manager	Purchases \$10,000 to \$25,000 made by purchasing director after competative bid processe. Department heads can make purchases up to \$10,000 and can delegate this authority to employees.	\$50,000	\$25000 to \$50000 purchases with a few exceptions must be made through a competative bid process but best proposal is determined by the county manager.	498,365
<b>Other</b>					
Iowa City, Iowa	Manager	\$25,000	\$60,000 for general purchases; \$150,000 for professional and technical services	\$10,000 or less requires information quotation process; \$10,000-\$25,000 requires informal competitive process and greater than \$25,000 requires formal competitive process	72,000