

**Exhibit 12: When is a Contract Needed?**

<b>Dollar Amount</b>	<b>Contract</b>	<b>Funding Available</b>	<b>Contract PO</b>	<b>Council Approval</b>	<b>City Manager Approval</b>	<b>Legal Approval</b>	<b>Filed With City Secretary</b>
Between \$0.01 to \$9,999.99 <i>with no work on City property</i>	No	Yes	No	No	No	No	No
Between \$0.01 to \$9,999.99 <i>with work on City property</i>	Yes	Yes	Yes	No	No	Yes	Yes
Between \$10,000.00 to \$49,999.99	Yes	Yes	Yes	No	Yes	Yes	Yes
\$50,000.00 Or Greater	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<p align="center"><b>Note: No matter the dollar limit, if a department feels that a contract/agreement is needed, reach out to Legal to discuss.</b></p>							