

Exhibit 2: Procurement Quick Reference Card

Total Purchase Request	Petty Cash	P-Card	Purchase Order	Written Quotes	Formal Bidding Process	HUB Required	Dept Head/ Designee Approval	City Manager Approval	City Council Approval
\$0.01 to \$99.99	Yes	Yes	Yes	Recommended	No	No	Required	Subject to Annual Appropriations	Subject to Annual Appropriations
\$100.00 to \$2,999.99	No	Yes+	Yes	Recommended	No	No	Required	Subject to Annual Appropriations	Subject to Annual Appropriations
\$3,000.00 to \$4,999.99	No	No	Yes	Recommended	No	Yes Over 3,000.00	Required	Subject to Annual Appropriations	Subject to Annual Appropriations
\$5,000.00 to \$49,999.99	No	No	Required	Minimum 3 Written Quotes Required	No	Yes	Required	Subject to Annual Appropriations	Subject to Annual Appropriations
\$50,000.00 Or Greater	No	No	Required	Formal Bidding Required*	Yes*	Yes	Required	Required	Required

*Unless exempt from Formal Bidding Process – see [Texas Local Government Code Section 252.022 for exemptions](#).

+Purchases over \$1,000 are limited to travel and department designee.